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LIBERIA MUNICIPAL WATER PROJECT (LMWP)

YEAR 1 ANNUAL REPORT: OCT. 2011–SEP. 2012
QUARTERLY REPORT 4: JULY 2012–SEP. 2012



JUNE 2013

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Cover Images: [Left] Geographic Information System (GIS)-based watershed delineation for the City of Robertsport, Liberia; [Right] LMWP team members conduct a field meeting with local stakeholders in Voinjama, Liberia as part of infrastructure planning efforts. Photographer: Thomas Keeffe, Tetra Tech.

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ACRONYMS AND ABBREVIATIONS

AfDB	African Development Bank
APM	Advanced Participation Methods
CAOP	Communications and Outreach Plan
CAD	Computer Aided Design (Software)
CBO	Community Based Organization
COP	Chief of Party
COR	Contracting Officer's Representative
DA	Detailed Analysis
DIG	Development Innovations Group
EHELD	USAID/Liberia Excellence in Higher Education in Liberian Development
EMMP	Environmental Mitigation and Monitoring Plan
EOI	Expression of Interest
EWG	Engineering Working Group
GEMS	USAID/Liberia Governance and Economic Management Support
GF	Gender and Facilitation
GIS	Geographic Information System
GoAL WASH	Governance Advocacy and Leadership for Water, Sanitation and Hygiene
GoL	Government of Liberia
HCC	Host Country Contracting
HR	Human Resources
IEE	Initial Environmental Examination
IIU	Infrastructure Implementation Unit
ISR	Institutional Strengthening and Reform
IWASH	USAID/Liberia Water, Sanitation, and Hygiene Project
LHS	Liberia Hydrologic Service
LISGIS	Liberia Institute of Statistics and Geo-Information Services
L-MEP	USAID/Liberia Monitoring and Evaluation Program
LMWP	USAID/Liberia Municipal Water Project
LSC	Local Steering Committee
LWSC	Liberia Water and Sewer Corporation

M&E	Monitoring and Evaluation
MLME	Ministry of Lands, Mines and Energy
MoF	Liberia Ministry of Finance
MoHSW	Liberia Ministry of Health and Social Works
MoPEA	Ministry of Planning & Economic Affairs
MoPW	Ministry of Public Works
MOU	Memorandum of Understanding
MT	Medium Term
NGO	Nongovernmental Organization
NWRSB	National Water Resources and Sanitation Board
NWSHPC	National Water, Sanitation and Hygiene Promotion Committee
O&M	Operation and Maintenance
PMP	Performance Monitoring Plan
PMU	Project Management Unit
PPCC	Liberian Public Procurement and Concessions Commission
QA/QC	Quality Assurance / Quality Control
QIP	Quick Impact Project
RFP	Request for Proposals
SA	Situational Analysis
ST	Short Term
STA/M	Senior Technical Advisor/Manager
STTA	Short-Term Technical Assistance
TOR	Terms of Reference
TWG	Transition Working Group
UL-PIRE	University of Liberia Pacific Institute for Research and Evaluation
UNDP	United Nations Development Programme
USAID	United States Agency for International Development
WASH	Water, Sanitation and Hygiene
WSSC	Water Supply & Sanitation Commission

1.0 INTRODUCTION

The Liberia Municipal Water Project (LMWP), funded by the United States Agency for International Development (USAID), is supporting the design, tendering, execution and operation of water supply infrastructure improvements in the cities of Robertsport, Sanniquellie, and Voinjama in Liberia. LMWP is assisting local and national authorities in developing plans for urban water supply and sanitation improvements, implementing short and medium-term water supply infrastructure improvements, and re-establishing local capability to sustainably operate and maintain the water supply improvements. During the four-year project base period, it is the goal of LMWP to help establish improved water supply access in each city, with infrastructure managed by locally-based entities capable of financially and technically sustaining the service. The improved water systems will provide public health and economic development benefits in the three target cities.

Tetra Tech and subcontractors implemented Year 1 of LMWP under USAID Contract No. EDH-I-00-08-00027 - Task Order # AID-669-TO-11-00002. The project coordinates with the Government of Liberia (GoL) through the Liberia Water and Sewer Corporation (LWSC), Ministry of Lands, Mines and Energy (MLME), Ministry of Public Works (MoPW) and other ministries, agencies, and county and local authorities.

This Year 1 Annual Report (and 4th Quarterly Report) summarizes the activities and tasks completed during the 12-month project period October 1, 2011 through September 30, 2012. Subsequent sections of this report are organized as follows:

- Section 2: Summary of project's activities and accomplishments for Year 1, including tables presenting accomplishments vs. work plan targets and contract deliverables
- Section 3: Summary of pertinent issues related to project management and administration
- Section 4: Planned activities for Year 2
- Section 5: Challenges, Opportunities and Lessons Learned

Annexes

- A. Annual financial status report;
- B. Project bibliography;
- C. List of technical assistance activities;
- D. List of in-country courses and seminars organized; and
- E. List of equipment and materials purchased.

2.0 ACCOMPLISHMENTS DURING YEAR 1

Highlights of Year 1 accomplishments are presented in Section 2.1 followed by a table summarizing deliverables submitted and contract deadlines. Section 2.2 provides a detailed summary of activities and accomplishments by task and comparison to work plan targets.

2.1 SUMMARY OF ACCOMPLISHMENTS

2.1.1 ADMINISTRATIVE ACCOMPLISHMENTS SUMMARY

- Established, equipped, and staffed local office including engineering design studio;
- Hired and trained more than a dozen local engineers and technical staff from intern level through senior staff;
- Hosted participatory Work Planning Workshop including representation from all relevant water sector actors including host country government counterpart agencies and other donor projects; and,
- Drafted and submitted Initial Environmental Examination (IEE), Performance Monitoring Plan (PMP), and other first-year deliverables as noted under Task 8 below.

2.1.2 TECHNICAL ACCOMPLISHMENTS SUMMARY

Task 1: Situational Analysis (SA)

- Conducted Initial and Detailed Scoping visits to each target city to introduce the project and begin the process of information collection and community engagement;
- Completed comprehensive Desk Study summarizing available information regarding existing infrastructure, socioeconomic and institutional conditions;
- Prepared a Coordination Report summarizing initial meetings with relevant stakeholders including national level government agencies and other donors, relevant planned work by others, and potential for coordination or collaboration;
- Completed comprehensive Situational Analysis including detailed engineering, institutional and socioeconomic assessments of each target city (e.g., engineering assessment of existing infrastructure, water quantity and quality sampling results, assessment of existing local management structures and capacity, detailed household and business surveys and focus groups) and assessment of national level institutional frameworks and capacity, including host country contracting. The Situational Analysis lays the groundwork for all future work.

Task 2: Plans for Staged Water Supply and Sanitation Infrastructure Improvements

- Completed draft Master Plan for Robertsport and initial drafts for Sanniquellie and Voinjama, including proposed phasing and capital and operation and maintenance (O&M) cost estimates for rehabilitated and new drinking water infrastructure, as well as initial cost recovery tariff estimates and comparison with expected ability and willingness to pay.
- Initiated and facilitated establishment and regular meetings of a national level Engineering Working Group (EWG) to serve as sounding board for LMWP technical decision-making comprised of members of all water-related Ministries including Lands, Mines and Energy, Public Works, and Health and Social Welfare;

Task 3: Institutional Framework for Water Provision

- Initiated and facilitated establishment and regular meetings of Local Steering Committees in each city to serve as the primary vehicle for local stakeholder input throughout the project;
- Initiated and facilitated establishment and regular meetings of a national level Transition Working Group (TWG) with representation from all relevant national government agencies, each Local Steering Committee, water sector donors, and other water sector actors;
- Hosted first TWG workshop to develop framework options for future institutional arrangements for the proposed water systems in a highly participatory manner;
- Based on outcomes of TWG workshop, developed a Draft Framework Options Report and Draft Memoranda of Understanding (MOU) defining the selected framework and roles and responsibilities for system management at local and national levels;
- Hosted a management retreat for the national water company, the Liberia Water and Sewer Corporation (LWSC), to develop a strategic vision and conduct a detailed self-assessment of current utility management and operations;
- Through numerous meetings, workshops, focus groups, field visits, and a retreat with national and local host country government and civil society counterparts, LMWP successfully introduced and promoted critical issues of utility sustainability including the need for local utility accountability, autonomy, and full cost-recovery, and specific methods for achieving these goals such as performance-based contracting. This promotion has occurred at all levels from local well caretakers up to the Minister of Finance and is a necessary prerequisite to ensuring sustainability of infrastructure investments.

Task 4: Capital Works

- Completed minor improvements in each city including installation of stream gauging stations on potential source streams; installation of wellhead protection measures at key productive wells; cleaning, brushing and pumping out existing water facilities; and development of a hand pump database for use by GoL;
- Initiated process of hydrogeological studies and test well drilling in Sanniquellie and Voinjama;
- Initiated process of engineering land surveys in all three cities;

- Initiated detailed design of initial infrastructure improvements including quick impact and short term improvements in all three cities.

Task 5: Transitional Management of Water Supply Improvements

- No significant activities or deliverables occurred under this Task during Year 1.

Task 6: Capacity Building

- Prepared Capacity Building Report summarizing existing institutional challenges and capacity and training needs with a focus on LWSC;
- Conducted extensive technical training of LMWP project technical staff and local subcontractors in technical and administrative areas including engineering and drafting, water sampling and other field testing techniques, monitoring and evaluation, presentation skills, financial management and accounting, household survey implementation and analysis, and other areas;
- Conducted hands-on training of LWSC staff and local community members through day-to-day working relationships and meetings, joint field work, a management retreat, Advanced Participation Methods (APM) training, and the Transition Working Group (TWG) and Engineering Working Group (EWG) meetings.

Task 7 - Coordination with Other USAID Programs

- Conducted regular meetings and correspondence with our primary in-country counterparts including USAID, LWSC, Ministry of Lands Mines and Energy (MLME) and the Liberia Hydrologic Service (LHS), Ministry of Public Works (MoPW), the Liberia WASH Consortium, Liberia Institute of Statistics and Geo-Information Services (LISGIS), the Liberia Monitoring and Evaluation Program (L-MEP), and coordinated with a variety of other ongoing water related donor funded projects, including those of the African Development Bank, United Nations, World Bank, and World Bank Water and Sanitation Program;
- Held coordination meetings with relevant USAID projects including IWASH (in Monrovia as well as Sanniquellie and Voinjama to coordinate hand pump related activities), Excellence in Higher Education in Liberian Development (EHELD) project (regarding potential internship and training activities), and the Governance and Economic Management Support (GEMS) project (regarding possible collaboration on capacity building activities);
- Regularly attended and actively participated in the National Water and Hygiene Promotion Committee (NWHPC) monthly meetings.

Task 8 - Planning and Reporting

Table 2-1 on the following page presents a list of deliverables and events conducted during the first year of LMWP implementation including contract deliverable dates and date of submission. Non-contract deliverables and events are included in some cases where significant and to provide context. Additional details on progress made toward activities identified in the Work Plan are detailed in Section 2.2.

Table 2-1 LMWP Project Year 1 Deliverables and Events Summary

Contract Deliverable (and numbering) in bold per Contract Section F.3 Deliverables Table, Non Contract in Grey Italics

No.	Deliverable / Event	Contract Submission Date (Per Mod 01)	Date Submitted or Completed
Task 1: Situational Analysis			
1-1	Desk Study, Initial/Protocol Visit, and Scoping Visits	1/31/2012	Noted below individually
	Desk Study	1/31/2012	1/3/2012
	Initial/Protocol Visit	1/31/2012	12/20/2011 (Debrief Presentation for USAID)
	Scoping Visits	1/31/2012	12/20/2011 (Debrief Presentation for USAID)
	<i>Design household/market survey and tender for local orgs to conduct</i>	N/A	Jan/Feb 2012
	<i>Conduct household / market survey, focus groups, and key informant interviews in Target Cities</i>	N/A	Feb/Mar 2012
1-2	Debriefs from Situational Analysis Visits	12/30/2011- 5/30/2012	3/8/2012 (Final Debrief Presentation to USAID)
1-3	Situational Analysis Interim Report	2/29/2012	2/9/2012
	<i>Assessment of the Suitability of Liberia's Public Procurement System for Host Country Contracting under LMWP</i>	N/A	Prepared 3/11/2012, included in Situational Analysis Report
1-4	Situational Analysis Final Report	5/31/2012	5/15/2012
Task 2: Plans for Staged Water Supply and Sanitation Infrastructure Improvements			
2-1	National and Local Stakeholder Participatory Consultation Reports	10/31/2012	N/A (Year 2)
	<i>Establishment of Engineering Working Group (EWG)</i>	N/A	Process Initiated Dec. 2011; First Official Meeting Feb 2012
	<i>Subcontracting for hydrogeological analysis, land survey, test wells</i>	N/A	RFPs released starting April 2012, work ongoing
2-2(a)	Master Plan for Robertsport	8/31/2012	8/31/2012
Task 3: Institutional Framework for Water Provision			
	<i>LWSC Management Retreat at Wulki Farms</i>	N/A	4/19/2012-4/20/2012
	<i>Monrovia Meetings, Field Visits and Consultation to Establish Transition Working Group (TWG) and Local Steering Committees (LSC)</i>	N/A	March-May 2012
	<i>Transition Working Group 1 Workshop</i>	N/A	6/5/2012-6/6/2012
3-1	Report on Transition Work Group Workshop 1	5/31/2012	6/8/2012
3-2	Report on Assessment of Framework Options, Draft Memoranda of Understanding (MOU)	7/31/2012	7/11/2012
Task 4: Capital Works			
	<i>Minor Quick Impact Project (QIP) interventions during Detailed Analysis Visits</i>	N/A	Feb-March 2012
	<i>Quick Impact Project Descriptions</i>	N/A	4/10/12
	<i>Quick Impact Project Conceptual Note</i>	N/A	7/12/2012
4-1	Preliminary Design	9/30/ 2012 (Short Term)	Ongoing
Task 5: Transitional Management of Water Supply Improvements			
No Contract Deliverables in Project Year 1 under this Task			
Task 6: Capacity Building <i>(Select Individual Capacity Building events included here for illustrative purposes)</i>			
	<i>USAID/Liberia Partners Fraud Indicators Training (COP, Admin/Finance Specialist)</i>	N/A	11/30/2011
	<i>M&E Specialist Training</i>	N/A	1/29/2012-2/10/2012

No.	Deliverable / Event	Contract Submission Date (Per Mod 01)	Date Submitted or Completed
	<i>Advanced Participation Methods (APM) Training</i>	N/A	2/2/2012-2/3/2012
	<i>Household Survey Enumerator Training</i>	N/A	2/23/2012-2/26/2012
6-1	Communications and Outreach Plan	12/30/2011	1/26/2012
6-2	Initial Capacity Building Plan (GOL focused)	3/30/2012	7/11/2012
Task 7: Coordination with other USAID Programs			
7-1	Coordination Report	11/30/2011	12/23/2011
Task 8: Planning and Reporting			
	Code of Business Ethics and Conduct	10/31/2011	11/4/2011
	<i>Year 1 Work Planning Session with all Stakeholders</i>	N/A	1/31/2012-2/1/2012
8-1	Draft First Annual Work Plan, IEE, EMMP, and PMP	12/30/2011	Noted below individually
	Draft First Annual Work Plan	12/30/2011	1/3/2012 (Rev. 2/10/2012, 5/3/2012)
	Initial Environmental Examination (IEE)	12/30/2011	12/30/2011 (Revised 6/1/2012, Approved August 17, 2012)
	Environmental Monitoring and Mitigation Plan (EMMP)	12/30/2011	To be completed after Environmental Impact Assessment (EIA) by certified local contractor per GoL rules
	Performance Monitoring Plan (PMP)	12/30/2011	12/23/2011 (Revised with Hand pump Indicators - April 30, 2012)
8-2(a)	Second Annual Work Plan & Procurement Plan	11/5/2012	8/31/2012 (Gantt Chart)
	<i>Year 2 Work Planning Session with all Stakeholders</i>	N/A	9/17/2012
8-3	Progress Meetings	Weekly Meetings with USAID	Minutes from Post Award Conference (11/16/2011); Subsequent weekly briefings with COR Minutes
	<i>Proposed Interim Management Plan</i>	11/21/2011	11/21/2011 (Revised 11/23/2011)
	<i>Presentation at USAID Health Partners Capacity Assessment Working Meeting (COP, M&E Specialist)</i>	N/A	2/9/2012
	<i>Panel Discussion on Capacity Building at USAID (COP)</i>	N/A	2/16/2012
	<i>Data Quality Assessment Working Session (COP, ISR Specialist)</i>	N/A	2/29/2012
	<i>Joint Ministerial Water and Sanitation High Level Meeting between Liberia and Sierra Leone (COP, ISR Specialist)</i>	N/A	3/21/2012-3/22/2012
8-4(b)	Quarterly and Annual Progress Reports	Quarterly, 30 Calendar Days after the end of each quarter; Annually, on October 30	Noted below individually
	Quarter 1 Progress Report	1/31/2012	1/26/2012
	Quarter 2 Progress Report	4/30/2012	4/30/2012
	Quarter 3 Progress Report	7/31/2012	8/1/2012

No.	Deliverable / Event	Contract Submission Date (Per Mod 01)	Date Submitted or Completed
5	Quarterly and Annual Financial Reports	15 calendar days before the end of each fiscal quarter; the fourth quarter financial report will serve as the annual report	Noted below individually
	Quarter 1 Financial Report	12/15/2011	12/22/2011
	Quarter 2 Financial Report	3/15/2012	3/12/2012
	Quarter 3 Financial Report	6/15/2012	6/21/2012
	Quarter 4 Financial Report	9/15/2012	9/13/2012
6	Other Special Reports	As needed	Referenced above as relevant

2.1.3 QUARTER 4 ACTIVITIES SUMMARY

Table 2-2 presents the status of the activities that were planned and undertaken for project Quarter 4 as of the end of the first project year.

Table 2-2. LMWP Quarter 4 Activities Summary

Activity	Timeline	Status
Finalize IEE and EMMP	July–August 2012	IEE Approved; EMMP to be finalized after EIA completion
Oversee hydrogeological studies and test well drilling	August–September 2012	Ongoing
Initial Capacity Building Plan (GOL focused)	July 2012	Completed
Report on Assessment of Framework Options, Draft Memoranda of Understanding (MOU)	July 2012	Completed
Quarter 3 Progress Report	August 2012	Completed
Finalize PMP	August 2012	Completed
Robertsport Water Master Plan	August 2012	Completed
Preliminary Design for Short Term Improvements	September 2012	Not complete
Year 2 Work Planning Session	September 2012	Completed
Draft Year 2 Work Plan	September 2012	Gantt Chart submitted August 31, 2012
TWG Workshop 2 and Report	September 2012	Moved to early next Quarter
Final Capacity Building Plan (in conjunction with AfDB)	September 2012	Moved to 2013
Plan for Support to Kakata (in conjunction with AfDB)	September 2012	Ongoing
Finalize Budget for QIP	September 2012	Completed
Draft Procurement for QIP	September 2012	On hold
Q4 Financial Report	September 2012	Completed

2.2 DETAILED ACCOMPLISHMENTS BY TASK

2.2.1 TASK 1 – SITUATIONAL ANALYSIS

Alioune Fall (ISR Specialist and Acting Chief of Party) was coordinator of this component. The SA was carried out in three stages: desk study (October-November 2011), field work (November-May, 2012), and reporting, on three parallel tracks: socioeconomic, institutional, and technical/engineering.

Intermediate reports were submitted to USAID in support of the SA, including: a Coordination Report (December 23, 2011) describing coordination with key Government of Liberia (GoL) and

donor-funded projects and stakeholders; a Desk Study (January 3, 2012) summarizing available secondary information from GoL entities, LWSC, NGOs, and other donors; and an Interim Situational Analysis Report (February 9, 2012) summarizing findings through January 2012. The Final SA Report was submitted on May 15, 2012.

Field work in the three target cities was conducted in two stages: **Scoping Visits** in December 2011 and **Detailed Analysis Visits** from February through May 2012.

The Scoping Visit was designed to achieve the following:

- Establish municipal and county-level contacts and protocols for ongoing engagement;
- Introduce the project to local leaders and citizens and review plans for the coming months, including public forums to solicit local input;
- “Triage” local engineering, socioeconomic, and institutional conditions and gather information required to design subsequent Detailed Analysis activities requiring specialized expertise and equipment;
- Gather information for incorporation into initial deliverables including Annual Work Plan, Initial Environmental Examination (IEE), Performance Monitoring Plan (PMP), and Communications and Outreach Plan;
- Identify potential “Quick Impact” projects to be evaluated in more detail during subsequent visits;
- Develop a shared understanding of local conditions among our in-country staff and STTA to facilitate management of technical teams working in parallel during the Detailed Analysis and subsequent planning and design.

The **Scoping Visit** was conducted from December 2, 2011, thru December 21, 2011, by the following team:

LMWP	Alioune Fall - ISR Specialist, Acting COP, and Overall SA Leader Sylvester Sowande – Lead Engineer John Butler – Institutional Specialist (STTA) Brian Potvin – Home Office Engineering Support Lead (STTA) Tom Keefe – Water Supply Engineering Specialist and QA/QC (STTA) Austin Turner – Civil Engineering Technical Support (STTA) Ruby AlSalem – Socioeconomic Analyst (STTA)
USAID	Anthony Kolb - USAID/Washington Urban Health Advisor Danijel Dasic – USAID/Liberia Infrastructure Advisor
LWSC	Elmos B. Glay - Deputy Managing Director for Technical Services Patrick N. Sandikie - Technical Services Manager Browne Pouh – Outstations Manager

A **Detailed Analysis (DA)** visit of several weeks was conducted in the three project cities starting on February 21, 2012. The field work was conducted by three teams working in parallel in each of the respective cities. The DA trips to Sanniquellie and Voinjama concluded on March 3, 2012, while the Robertsport DA trip concluded March 6, 2012.

The four (4) main tasks of the DA visits were to i) conduct stream gauging efforts, ii) undertake water quality sampling, iii) further evaluate the existing water system components, and iv) conduct pump tests from selected hand pumps. The scope of each task and the DA trip was based on the information gathered during the Scoping Visit conducted in December 2011.

Prior to the trips, the respective teams conducted meetings with the Engineering Working Group, and other stakeholders in Monrovia on February 18, 2012, to review the scope of the work and the methodology and other aspects of the DA visits. The EWG reviewed the protocols that were developed as guidance for the different exercises to be conducted during the DA including water quality sampling, pump testing and stream gauging protocols as to their adherence to local standards and realities.

The timing of the Detailed Analysis Visit was advantageous to coincide with particularly dry conditions during the 2011/2012 dry season. It was reported during the DA trip that the 2011 wet season provided less rain than usual, and was followed by drier than normal 2011/2012 dry season. Residents reported that the current conditions have adversely impacted the amount of water available.

The following LMWP team members participated in the DA visits in the respective cities:

Sanniquellie Natalie Brown, LMWP Water Resource Engineer (expatriate STTA)
Sylvester Sowande, LMWP Lead Engineer (LMWP)
Joseph Collins, LMWP Engineer
Naomi Davies Jallabah, LMWP Intern Engineer

Voinjama Thomas Keefe, LMWP Senior Civil Engineer (Expatriate STTA)
Brown Pouh, Outstation Manager, LWSC
Umaru Sesay, LMWP Intern Engineer

Robertson Travis Watters, LMWP Water Resource Engineer (Expatriate STTA)
Patrick N. Sandikie, LWSC
Dominic Gono, LMWP Intern Engineer
Walker Richards, LMWP Local Engineering Subcontractor

LMWP conducted a number of outreach activities during the DA visits by coordinating and working closely with community leaders, well and pump caretakers, and water vendors in conducting water quality and yield testing. Advanced permission was obtained from well caretakers and sampling and analysis was performed in close cooperation with caretakers to ensure well users were not inconvenienced. In fact, advanced planning and coordination efforts often resulted in added convenience for local residents because well users were ready at the designated time of pumping tests to capture pump discharge in buckets, which eliminated waste and reduced well users' pumping burdens.



Sanniquellie Pump Test during DA Visit



Voinjama Pump Test during DA Visit

Hand pumps currently serve as the primary water source for the target cities and will continue to be an important source in the short to medium term. The groundwater quality and quantity information obtained during the DA visits was used to develop a Hand Pump Database. This database can be used to evaluate current conditions and also be provided to the local communities, water agencies, donors, etc. to be used to continuously update the status of the hand pump water sources (biological and physiochemical) and assist in management of this important resource.

In addition to technical field work, coordination meetings were held with County Superintendents, County Resident Engineers, the Ministry of Public Works local representatives, and WASH Coordinators to explain the details of the visit and update stakeholders on the status of the project.

During the visits, a number of **Quick Impact** direct interventions were undertaken, including:

- Construction of temporary stream gauging stations;
- Implementation of wellhead protection measures on existing wells (e.g., construction of reinforced concrete cover for wells V58 and V60 in Voinjama);
- Chlorination of wells where testing was performed to provide improved water quality;
- Well yield and water quality testing on dozens of existing wells. This data has been shared with local communities as part of outreach efforts to educate community members about their existing water supplies;
- Development of hand pump data sheets and hand pump database which will serve as a model and baseline for GoL, other donors, and communities to enhance monitoring and management of hand pump systems;
- Pumping out rainwater that had filled treatment facility tanks during the period since they have been out of commission;



Fabrication of concrete covers in Voinjama for wellhead protection

- General cleaning/brushing and maintenance at former water treatment and distribution facilities and existing wells and hand pumps;
- Employment of local laborers in pump testing activities, sweeping, removing vegetation and cleaning existing hand pump facilities, clearing out spill ways, and excavate soak areas;
- Sensitize local communities on the importance of maintaining and cleaning existing hand pump areas; and,
- On the job training of LWSC outstation staff in all field work including establishing and monitoring stream gauging systems, conducting water quality and well yield testing, plus community relations/communications

During the SA, LMWP also began to flesh out ideas for possible additional Quick Impact Projects (QIP). Priority ideas included: improvements to existing wells to improve quality, quantity, and reliability; securing existing water facilities; finalization of a hand pump database and sharing with MoPW and relevant local institutions; and cooperation with MoPW for the establishment/improvement of the spare parts depot system for hand pumps. Other potential projects also under consideration as either QIP or short-term improvements included repair and extension of the raw water main in Robertsport to the proposed fish landing site; and retrofitting existing high yielding existing wells with a submersible pump, elevated tank, and limited distribution via tap stands/kiosks to create a ‘mini-network’.

The **socioeconomic survey and analysis** was conducted between November 2011 and April 2012 in all three target cities covering both quantitative and qualitative aspects. The field work was led by Tetra Tech’s socioeconomic subcontractor, Development Innovations Group (DIG), in consultation and collaboration with LMWP staff. Through a competitive bidding process, LMWP entered into a subcontract with a Liberian survey firm – the University of Liberia Pacific Institute for Research and Evaluation (UL-PIRE) to provide enumerators, conduct the field surveys, and conduct statistical analysis on the results under the direction of DIG. DIG trained the enumerators, oversaw the field work, and led the interpretation and analysis of the results.

The quantitative survey sample included 764 randomly selected respondents representing 12% of the population in each of the three target cities and drawn from a diverse range of urban settings. Disaggregated by city, the sample included 298 respondents in Sanniquellie, 374 respondents in Voinjama, and 92 respondents in Robertsport. The results are based on a statistically robust and representative sample that accounts for key social and economic factors, such as gender, employment, and geographic location. The quantitative survey comprised 155 questions and targeted individual households. After training staff from UL-PIRE, Ruby Al Salem and Michael Jenkins of DIG oversaw the field work between February 27 and March 6, 2012.

The qualitative survey comprised focus group discussions and interviews with commercial and institutional entities. In total, the team conducted 15 focus groups discussions, including six (6) in Sanniquellie, six (6) in Voinjama and three (3) in Robertsport, incorporating a total of 155 participants. The focus group discussions included heads of household, women entrepreneurs, and either protected well hand pump caretakers (in Sanniquellie and Voinjama) or water vendors (in Robertsport). In addition, the team conducted 13 interviews with commercial and institutional representatives in the three cities to learn about their organizations’ water usage practices, demand and willingness to pay for improved water services, current water costs and

quality, and access to sanitation facilities. The interviews included six (6) in Sanniquellie, five (5) in Voinjama, and two (2) in Robertsport.

Conclusion of the SA was a major milestone for Year 1 of the project. The SA activities were conducted and completed as planned in the Work Plan. The SA report was submitted to USAID on May, 15, 2012.

A summary of accomplishments versus approved Year 1 Work Plan for Task 1 is provided in Table 2-3.

Table 2-3. Mobilization and Task 1 Accomplishments vs. Approved Year 1 Work Plan

Mobilization WORK PLAN TASKS	Completion Status
Mobilize project start-up team	100%
Mobilize Key Staff and expatriate advisors	100%
Initial meeting with USAID	100%
Initial meetings with key Liberian counterparts	100%
Establish office in Monrovia	100%
Engage local professionals and hire support staff	100%
Draft Initial Environmental Examination (IEE), Coordination Report, Performance Monitoring Plan (PMP)	100%
Draft Work Plan	100%
Task 1: Situational Analysis WORK PLAN TASKS	
<u>Desk Study</u>	
Additional / follow-up meetings with GOL, donors/NGOs to collect information / reports	100%
Review policy, legal and regulatory environment	100%
Inventory of completed, ongoing and planned WatSan Improvements by others	100%
Draft planning horizon, design standards, base maps	100%
Ongoing information collection	100%
Establish Engineering Working Group (EWG)	100%
Desk Study	100%
<u>Scoping Visit</u>	
Establish municipal and county-level contacts and protocols for ongoing engagement	100%
Introduce the project to local leaders and citizens and review plans for the coming months	100%
Identification and initial assessment of local technical and management capacity	100%
Identification of critical barriers to engagement of local partners	100%
Identification of institutional risks that could jeopardize achievement of LMWP objectives	100%
Interviews with local officials, CBOs, individuals, to inform survey design	100%
Inspect existing water source, treatment, storage, distribution and power supplies	100%
Inspect and survey existing waterpoints (e.g. wells/hand pumps, surface water)	100%
Observe operations and interview water users to assess quantity, quality, cost concerns	100%
Conduct preliminary evaluation of potential new surface and groundwater sources	100%
Identify potential "Quick Impact" projects	100%
Identify resources needed for future detailed analysis visits	100%
Identify and interview drilling, survey and water quality testing subcontractors	100%
Prepare existing water infrastructure mapping	100%
Update project mapping - Continue coordination with LISGIS	Ongoing
Scoping Visit Debrief Presentation	100%
Draft SA Interim Report	100%

Detailed Analysis - Engineering	
Coordinate with Liberia Hydrological Services regarding available data, testing protocols	100%
Develop stream gauging monitoring protocols in cooperation with Hydrological Services	100%
Determine water quality testing parameters	100%
Develop water quality sampling protocols	100%
Determine pressure testing protocols and methods for transmission mains	100%
Complete waterpoints surveying and inventory	100%
Locate potential contamination sources	100%
Pressure testing of transmission mains to tanks in Sanniquellie and Voinjama	Was found not to be necessary as transmission mains were not in usable state
Conduct pressure testing of transmission mains to water reservoirs in Robertsport	Was found not to be necessary as transmission mains were not in a usable state
Test water storage tanks in Sanniquellie and Voinjama and reservoirs in Robertsport	Was found not to be feasible at this time
Conduct selected pressure testing of existing distribution mains	Was found not to be necessary as distribution mains were not in a usable state
Establish stream gauges at existing intakes	100%
Determine logistics for water sampling and testing	100%
Water quality testing of existing surface water sources	100%
Conduct yield testing of selected boreholes	100%
Planning for additional subsurface exploration	100%
Conduct land survey	Procurement process initiated
Prepare cost est. for rehab. vs. construction of new components	100%
Identify and refine potential Quick Impact projects	100%
Complete stream gauging study (dry season readings)	100%
Review water quality data	100%
Complete initial evaluation of potential new surface and groundwater sources	100%
Prepare future demand projections	100%
Determine treatment requirements	100%
Review impact of solid waste and anticipated future waste generation	100%
Determine energy sources options	100%
Detailed Analysis - Socioeconomic	
Draft Questionnaire	100%
Prepare SOW for contracting local survey firm	100%
Issue RFP for contracting local survey firm	100%
Conduct focus groups in Sanniquellie, Voinjama and Robertsport	100%
Receive and evaluate bids from local survey firms	100%
Award contract for local survey firm	100%
Enumerators training preparation	100%
In-country training of enumerators and questionnaire pilot testing	100%
Train supervisors and data entry	100%
Oversee market assessment conducted by subcontractor	100%
Data monitoring and quality control	100%
Oversee completion of data entry	100%
Review final tables with survey company and provide questions and feedback	100%
Finalize data analysis	100%
Detailed Analysis - Institutional (Also see Task 3)	
Develop partnership arrangements with Monrovia-based organizations	100%
Identify national and local stakeholders who will be partners to MOUs	100%
Follow up meetings with Monrovia-based organizations	100%
Telephone follow-up with individuals in target cities	100%
Baseline capacity assessment of LWSC mgmt. overall and outstations	100%
Stakeholder Consultations on Est. of LMWP Transition Working Group (TWG)	100%

Detailed Analysis Reporting	
Debriefs from other Situational Analysis Visits	100%
SA Final Report	100%

2.2.2 TASK 2 – PLANS FOR STAGED WATER SUPPLY AND SANITATION INFRASTRUCTURE IMPROVEMENTS

As the first major task of the project, the SA was intended to inform the master planning process for the design and construction of the systems in the respective cities. This includes the development of requisite management systems, and capacity building support to achieve operational and managerial sustainability. The principal achievements related to this task include the following:

- Establishment and staffing of a local engineering design studio
- Establishment of a National Engineering Working Group
- Drafting of Master Plans for each city
- Initiation of field investigations required for detailed design

Establishment and staffing of a Local Engineering Design Studio

Among the project's critical initial tasks was hiring of local engineers and establishment of an engineering design studio. The project's focus on sustainability necessitates that Liberian engineers be hired and trained to take on as much responsibility for planning, design, construction oversight, and assistance with operations as is practicable. Given the fact that decades have passed since municipal water systems have been designed and constructed in any of Liberia's secondary cities, finding qualified engineers with requisite experience was highly challenging. The project also faced challenges associated with competition among donor programs and the Liberian private and public sector for qualified staff. Nonetheless, LMWP was able to hire Junior/Intern Engineers (recent engineering graduates), Senior/Staff Engineers, and Engineering Drafters and has provided extensive training, mostly via Home Office STTA, on topics ranging from the use of PowerPoint to AutoCAD. The local office is equipped with the requisite computer hardware and engineering design software to generate engineering designs, although extensive home office is required to produce design packages.

Establishment of a National Level Engineering Working Group (EWG)

In January 2012, LMWP established an Engineering Work Group (EWG) consisting of a core group of representatives of LWSC, MoPW, and MLME. The EWG reviews technical reports and drafts relevant to the planning and design of water supply systems, including consultants' reports and drafts from the Design Studio and provide feedback. The EWG has been an effective and useful component of the project in the execution of this task and has specifically assisted in the development of design standards. The EWG has met monthly to review a number of technical documents and issues and provide recommendations on the way forward.

Important issues presented to and reviewed by the Engineering Working Group include clarification of water quality standards, clarification of per capita water demand rates and target round trip access time and distance to be used for planning, recommendations on fencing and security, clarification on responsibility for decommissioning of wells, and comments on reports

prepared by the project, such as Master Plans, and by subcontractors, such as hydrogeologic survey reports.

Master Planning

The LMWP goal of establishing self-sufficient and sustainable water service provision necessitates a detailed understanding of existing technical, institutional and socioeconomic conditions, including customer preferences and ability and willingness to pay for water services.

The first major task of the project was the Situational Analysis (SA), designed to inform the subsequent design of appropriate infrastructure, management systems, and capacity building programs. The Master Planning stage is the second major task and precedes the actual detailed design and construction of both institutional and infrastructure systems required to improve the level of water service to the target cities.

The Master Plans contain a review of all relevant information collected and analyzed, including population and water demand estimates and projections, a review of the existing water and sanitation infrastructure and condition, results of water quantity and quality testing, analysis and recommendations regarding options for water sources, water treatment, storage, and distribution. The Master Plans include packaging of available options into the most viable scenarios, capital and operation and maintenance cost estimates, and cost-benefit analysis leading to recommendations for infrastructure choices and phasing. Given the project's overall goal of ensuring sustainability and cost recovery, the expected operation, maintenance, and management costs and capacity requirements were carefully considered for each option in light of available capacity and household willingness and ability to pay for services. The Master Plans also include a section on sanitation options and recommendations.

Based on the findings of the Situational Analysis and subsequent field investigations, LMWP completed a draft Master Plan for Robertsport and initial drafts for Sanniquellie and Voinjama.

Originally, it was intended that one Master Plan would be submitted for all of the three cities. It was agreed with USAID to review this and submit one Master Plan for each city separately - due to the need to conduct hydrogeological surveys in Voinjama and Sanniquellie - which was not foreseen in the original Work Plan, and stagger submission of Master Plans. The Draft Robertsport Water Master Plan was submitted on August 31, 2012. Revised dates for submission of the Voinjama and Sanniquellie Master Plans were set for November 15, 2012, and December 15, 2012, respectively.

Additional Field Investigations

To finalize the preliminary designs based on the proposals in the Master Plans and confirm feasibility of the proposed options in the Master Plans, additional field information was required.

Given the topography of Robertsport and the quality and location of its existing surface water source, it was determined that using surface water was the preferred option. However, detailed land survey information was required for design, particularly to be able to determine the extent of the potential gravity service area.

The topography is not conducive to extensive gravity systems in Sanniquellie and Voinjama, and treatment of lower quality surface water is technology and cost intensive. Therefore, LMWP decided to investigate the potential of utilizing groundwater sources in these areas to reduce

treatment cost and complexity, and reduce the high costs and complexities of pumping water in locations without ready access to electricity. Therefore, in addition to land survey, which is required in all three cities, LMWP decided to also conduct hydrogeological studies and test well drilling in Sanniquellie and Voinjama.

Given the fact that the test wells may be converted into production wells for the actual water systems, discussions were held with USAID regarding provision of funding for these installations via the construction budget, as opposed to the LMWP budget. However, given uncertainties regarding the construction budget timeframe and magnitude and the need to undertake these investigations immediately, LMWP proceeded using funds from its own budget.

LMWP issued competitive tenders for firms to conduct hydrogeological studies and test well drilling in Voinjama and Sanniquellie. The RFPs were issued in April, 2012, proposals were received in May 2012, and the evaluation and ranking process was completed in June 2012. LMWP entered into its first subcontract for hydrogeologic and test well services with Fatigen Drilling Liberia in September 2012. LMWP issued competitive tenders for land survey in September 2012.

A summary of accomplishments versus approved Year 1 Work Plan for Task 2 is provided in Table 2-4.

Table 2-4. Task 2 Accomplishments vs. Approved Year 1 Work Plan

Task 2: Plans for Staged Water Supply and Sanitation Infrastructure Improvements WORK PLAN TASKS	Completion Status
<u>Additional Field Work</u>	
Additional data gathering and field visits (e.g., ongoing water quality & quantity testing)	Ongoing
Issue EOI Request for Hydrogeological/Test Well Drilling	100%
Receive EOIs for Hydrogeological/Test Well Drilling Firms	100%
Prepare Hydrogeological Test Well Drilling RFP	100%
Review and Issue Hydrogeologic Test Well RFQ	100%
Receive and Evaluate bids from Short Listed Firms	100%
Award and Negotiate Contract for Hydrogeological/Test Well Drilling Works	100%
Conduct Hydrogeological Assessments in Three Towns [<i>now Sanniquellie and Voinjama only</i>]	Ongoing
Review Results from Hydrogeological Assessments and Establish Drilling Program	Ongoing
Hydrogeological Assessment and Test Well Drilling Report	Ongoing
Oversee additional work by others (e.g. test well drilling, land survey)	Ongoing
<u>Quick Impact Projects</u>	
Refine small repair/rehabilitation projects based on SA results	100%
Implement Quick Impact projects, provide limited management support	0%
Compile results to inform tech. and inst. planning process	Ongoing
<u>Alternative Analysis for Short-term improvements (18 months)</u>	
Develop schedule for concept improvement identified in SA	100%
Identify elements that can be completed by month 18	100%
Prepare concept design and cost estimate	100%
Determine O&M, HR, Finance, Procurement & Management Requirements	100%
Identify training/capacity building opportunities	50%
<u>Alternative Analysis for Medium term improvements (4 years)</u>	
Identify elements that can be completed by Year 4	100%
Prepare concept design & cost estimate	100%
Determine O&M, HR, Finance, Procurement & Management Requirements	100%
Identify training/capacity building opportunities	50%

Identify Long-term Improvements	
Consider changing service type and extensions, alt energy systems, etc.	100%
Identify differentiated service levels available for community selection	100%
Master Plans	
National, Local Stakeholder consultations and Reports	100%
Master Plan Analysis and Report	100% (Robertsport)
Revise Cost & Revenue Projections	40%
Master Plan Report	100% (Robertsport) Master Plans to be submitted as three separate reports.

2.2.3 TASK 3 – INSTITUTIONAL FRAMEWORK FOR WATER PROVISION

Activities under this task were conducted through a highly consultative and participatory process and were initiated during the Scoping Visit in November 2011. This task was initially led by Alioune Fall (then Institutional Strengthening and Reform [ISR] Specialist) from November 2011 through February 2012 until he assumed the COP position in February 2012. Mr. Bennett Parton took over the ISR Position in late February 2012 and served on the project until early July 2012, or approximately four months.

The project worked with GoL partners including LWSC, MLME, MoPW and local stakeholders to undertake a number of activities under this task including:

- Establishment of a National Transition Working Group (TWG) and Local Steering Committees (LSC)
- Development of Framework Options and Draft Memoranda of Understanding

Establishment of a National Transition Working Group (TWG) and Local Steering Committees (LSC)

Following the discussions with national and local stakeholders in November 2011 during the Scoping Visit, the LMWP team conducted additional meetings through May 2012. The meetings and discussions were intended to solicit additional local input about management, operation, and maintenance of the water systems and initiate the establishment of Local Steering Committees to serve as local counterparts during the process. The meetings also explored lessons learned from previous management and operational systems and examined alternative models for water systems management for each community, including models used successfully in similar environments and which would expect to have the highest potential for success during implementation of the LMWP infrastructure interventions. An important additional goal of these interactions was to create buy-in at the municipal level for the project's objectives.

These meetings and discussions resulted in a number of key conclusions, including the critical importance of local stakeholders' involvement in the management and oversight of the water systems to ensure sustainability. In addition, the operations would need a transparent and accountable management system, including regular reporting and procedures. Each system must be financially sustainable, have water charges consistent with paying for operating costs, maintenance and replacement of parts, and eventual replacement of assets (full cost recovery).

Based the outcomes of these meetings and information collected during the Detailed Analysis Visit with regard to institutional framework and local management capacity, LMWP led the

identified representatives in the preparation of a draft charter defining the composition, roles and responsibilities of a national Transition Working Group (TWG). The TWG Charter was intended to govern the working arrangements between LMWP/LWSC and the towns until a final Memorandum of Understanding (MOU) is signed. To assure rapid agreement with the towns, the Charter was not presented as a binding document between LMWP/LWSC and each town, but rather as an interim guidance document for cooperation until MOUs are in place.

The Inaugural TWG Workshop was held June 5-6, 2012. Participants included local and national level stakeholders and a number of development partners' representatives NGOs and other donor projects such as the USAID IWASH Project, Oxfam and others. The TWG Charter was signed and adopted by the members as an interim guidance document for cooperation until MOUs are in place between LMWP/LWSC and local communities.

Following the TWG, LMWP prepared a TWG Workshop 1 Report summarizing the participants, discussions, and results including the framework options that were identified for further analysis.

Development of Framework Options

In July 2012, LMWP submitted a Framework Options Report that provided detailed analysis of the water supply management options raised discussed during the TWG, including advantages and disadvantages of each option vis-a-vis a) the enabling environment, b) institutional capacity, and c) long-term sustainability and acceptability to the community. The report was also submitted to LWSC as a basis for consideration in developing the contours of the MOUs to be drafted and signed. It is stipulated in the LMWP contract that no construction can take place until the MOUs are signed between LMWP and LWSC on the framework for management of the facilities to be constructed. The Framework Options Report also included draft Memoranda of Understandings for consideration as templates for those to be drafted and signed between LMWP and LWSC and local stakeholders.

A summary of accomplishments versus approved Year 1 Work Plan for Task 3 is provided in Table 2-5.

Table 2-5. Task 3 Accomplishments vs. Approved Year 1 Work Plan

Task 3: Institutional Framework for Water Provision WORK PLAN TASKS	Completion Status
<u>Explore Framework Options</u>	
Conduct Stage II Public Financial Management Risk Assessment of LWSC (TBD)	Audit completed by USAID/Liberia
Develop Transition Working Group (TWG) Draft Charter and Present for Approval	100%
Formalize TWG, continue institutional data gathering/assessment	100%
TWG Workshop 1 - Review Framework Options	100%
Report on TWG Workshop 1 - Framework Options Selected for Analysis	100%
Conduct Assessment of Options	100%
Report on Assessment of Framework Options, Draft MOUs	100%
<u>Detail selected Framework Option</u>	
Outline preliminary agreement on the framework	100%
Work out specific implications, modality for transitional management, revise MOUs	Ongoing
TWG Workshop 2 - Select institutional and MOU frameworks	To be held Y2, Q1
Report on TWG Workshop 2 - Selected Institutional and MOU Frameworks	To be submitted after TWG Workshop 2
Signed MOUs documenting Agreed-To Frameworks (Month 12-14)	Pending

2.2.4 TASK 4 – CAPITAL WORKS

As noted under Task 1, a number of minor quick impact improvements were conducted during the Detailed Analysis visits. Concepts for additional Quick Impact Projects (QIP) were developed after the Detailed Analysis visits and an initial formal submission was made on April 10, 2012, with several iterations following until the July 2012 QIP Concept Report. The QIPs were put on hold given the unavailability of funding until 2013 and lack of host country procurement capacity.

Conceptual designs are included in the Master Plans. Initiation of preliminary design work is contingent upon consensus among USAID, LWSC, and the local communities on recommended options in the Master Plans. Initiation of design would also ideally be after finalization of funding availability from USAID, which may impact selected options. Once Master Plans are approved and funding availability is known, designs can be completed and capital works schedules developed.

A summary of accomplishments versus approved Year 1 Work Plan for Task 4 is provided in Table 2-6.

Table 2-6. Task 4 Accomplishments vs. Approved Year 1 Work Plan

Task 4: Capital Works WORK PLAN TASKS	Completion Status
Short Term Improvements (by Month 18)	
Preliminary design for ST Improvements	25% (Robertsport)

2.2.5 TASK 5 – TRANSITIONAL MANAGEMENT OF WATER SUPPLY IMPROVEMENTS

No activities were planned or deliverables due during Project Year 1 under this task.

2.2.6 TASK 6 – CAPACITY BUILDING

Ensuring that the requisite technical, regulatory, procurement, and managerial capacity exists to sustainably maintain infrastructure is critical to the success of LMWP.

LMWP prepared a Capacity Building Report that addresses the institutional challenges associated with LWSC and managing outstation operations. The Report was to be focused on specific capacity development needs under the Government of Liberia current institutions. Much emphasis was placed on developing a model operation in Kakata that could be used as a staging point for developing institutional strengthening of outstation management.

LMWP is currently still working with LWSC to finalize the capacity building plan and harmonize it with capacity development activities envisioned under the AfDB project, specifically as regards to outstations management and establishing the institutional framework for LWSC Monrovia relationships with the outstations.

Below is a summary of important capacity building-related activities undertaken this year:

- During the Detailed Analysis, LMWP STTA and Senior Engineering staff conducted extensive on-the-job training of LWSC outstation staff and LMWP engineering staff in all field work including establishing and monitoring stream gauging systems, conducting water quality and well yield testing, plus community relations and communications.

- Tetra Tech subcontractor DIG conducted four days (February 23-26, 2012) of survey training for 37 staff from UL-PIRE and provided mentoring throughout the data collection and analysis process, which helped to develop UL-PIRE's capacity to conduct baseline field survey work for USAID-funded projects.
- The Advanced Participation Methods (APM) training course was held on February 2nd and 3rd, 2012, at the Royal Hotel in Monrovia. It was attended by 23 participants, including eight LMWP staff, four LWSC staff, one MoPW staff, one staff from the Liberia Land Commission, and seven representatives of other USAID-funded programs including the Land Conflict Resolution Project (LCRP) and the Property Rights and Artisanal Diamond Project (PRAAD) which have participatory components as part of their implementation plans. The primary objective of the APM training was to introduce facilitation methods that the participants will be able to use in a variety of situations, including work within their organizations, work with technical working groups such as LMWP's Engineering Working Group (EWG) and Transition Working Group (TWG), and any participatory events in which the project engages to build consensus and achieve results. The training focused on two of the three primary APM methods: the Consensus Method and the Action Planning Method. The training was well-received by participants who provided an average score of 9.26 on a 10 point scale. Participant comments included the following: —*The training was an eye opener for me as a trainer.*; —*Excellent presentation, excellent workshop*; —*I would like to extend my heartfelt thanks and appreciation to the lead facilitator (Rebecca) and the management of Tetra Tech ARD for affording me/us the opportunity to participate in this training. I would recommend that the process of inviting other partners and other project staff continue for more capacity building for staff.*; and —*My thanks and appreciation to USAID/Tetra Tech for these new skills acquired which will give me or allow me to demonstrate Advanced Participation Methods in my professional career.*”
- Training of Liberian Monitoring & Evaluation Specialist by Home Office STTA during the period 1/29/2012-2/10/2012;
- Training for LMWP staff in Geographic Information Systems (GIS) by Home Office GIS Experts to begin process of transferring responsibility for GIS work to the local office. Training included engineering, M&E, and communication and outreach applications for GIS;
- Training for LMWP staff in AutoCAD design and general water engineering topics by Home Office Engineering STTA as the project embarks upon detailed design;
- LMWP staff (Alfred Drobia, Trokon Tarr, Caroline Caranda, and Naomi Jallabah) participated in the L-MEP sponsored “Managing for Results Workshop” held at the Lofa County Hall in Voinjama City from June 25 - 29, 2012; Topics covered Monitoring & Evaluation and related topics such as GIS, gender analysis, and report writing;
- LMWP arranged and hosted a full-day Management Retreat for LWSC staff and management at Wulki Farms outside Monrovia to assess current management and operational systems and begin to develop a shared vision for the future management of outstations;

- Field visits and consultations within each target city to establish and develop Local Steering Committees (formerly referred to as Water Management Groups) made up of local stakeholders;
- LMWP arranged and hosted a two-day Transition Working Group Workshop in Monrovia attended by representatives of all three Water Steering Committees and national stakeholders including LWSC, MLME, and others;
- Ongoing regular meetings with the Engineering Working Group (EWG) to establish project standards and keep key stakeholders informed of project progress;
- LMWP conducted a detailed review of procurement rules, regulations and activities and capacity within LWSC to employ procurement rules developed by the Liberian Public Procurement and Concessions Commission (PPCC). Further STTA met with Ministry of Public Works, IIE, USAID, LWSC and Ministry of Lands, Mines and Energy to discuss how best to handle procurement for the LMWP Project and develop additional procurement capacity within LWSC. In addition to the review a report was prepared detailing specific recommendations for improving procurement skills and education of staff. In particular, with the agreement and advice of the new Deputy Managing Director Administration for LWSC, comprehensive recommendations, capacity building programs and training was detailed in the LMWP report. A risk matrix was prepared for USAID to determine the need for intervention, costs and timetable associated with the effort.
- LMWP COP participated with LWSC staff in a Regional Conference on Public-Private Partnerships in water and sanitation in Dakar, Senegal (June 5-8, 2012);
- Continuing collaboration and mentoring during regular meetings between LMWP staff and local counterparts, particularly LWSC;
- Additional engineering and institutional team field visits included working closely with LWSC staff and local stakeholders including mentoring in a variety of topics from engineering monitoring and sampling to community relations and communications.
- A detailed review of the building blocks of sustainable water service provision and models in use around the world for ensuring sustainability and accountability were presented during the highly participatory Transition Working Group 1 Workshop (6/5/2012-6/6/2012), which included representatives from all relevant national and local stakeholder groups;
- Two LMWP Staff took part in the USAID-organized Evaluation Planning and Management (EPM) training course August 6 – 10, 2012 in Monrovia.

A listing of courses and workshops hosted by or attended by LMWP staff is included as Annex D.

A summary of accomplishments versus approved Year 1 Work Plan for Task 6 is provided in Table 2-7. Delays associated with proposed activities under this task are principally related to the premature departure of our ISR Specialist after only four months coupled with senior management changes and a resultant extended leadership vacuum at LWSC.

Table 2-7. Task 6 Accomplishments vs. Approved Year 1 Work Plan

Task 6: Capacity Building WORK PLAN TASKS	Completion Status
Draft Communication and Outreach Plan (CAOP)	100%
Conduct Advanced Participation Methods (APM) Workshop for Monrovia Stakeholders	100%
Initial Capacity Building Plan (GoL focused)	100%
Conduct Capacity Needs Assessment	50% - partially conducted for LWSC - needed for LSCs
Final Capacity Building Plan (Draft Pre MOUs)	0%
Final Capacity Building Plan (Corresponding with MOUs)	0%
611 e Cert. Report for ST Improvements	0%
Refine / Implement CAOP and Capacity Building Activities	0%

2.2.7 TASK 7 – COORDINATION WITH OTHER USAID PROGRAMS

LMWP held ongoing meetings with our primary in-country counterparts. These include USAID, LWSC, Ministry of Lands Mines and Energy (MLME) and the Liberia Hydrologic Service (LHS), Ministry of Public Works (MoPW), the National Water, Sanitation and Hygiene Promotion Committee (NWSHPC), the Liberia WASH Consortium, Liberia Institute of Geo-Information Services (LISGIS), the Liberia Monitoring and Evaluation Program (L-MEP) and others.

Weekly standing meetings were held between LMWP and USAID/Liberia, as well as between LMWP and LWSC. These are in addition to other meetings with LWSC and USAID arranged as needed and regular telephone and email communications.

LMWP held coordination meetings this past year with relevant USAID projects including IWASH (in Monrovia as well as Sanniquellie and Voinjama to coordinate hand pump related activities), Excellence in Higher Education in Liberian Development (EHELD) project (regarding potential internship and training activities), and the Governance and Economic Management Support (GEMS) project (regarding possible collaboration on capacity building activities).

LMWP coordinated with other donor-funded entities this quarter including the World Bank Water and Sanitation Program (WSP) (regarding coordination on GIS mapping and the hand pump database), the World Bank-funded West Africa Regional Fisheries Project (WARF) (regarding coordination related to a planned fish landing site development in Robertsport which includes plans for water supply), and the African Development Bank (regarding its institutional management support to LWSC and planned additional activities related to its Monrovia and Three Towns Project). LMWP has also coordinated with the WSP funded Sector Investment Plan (SIP) consultancy being conducted to assess the financial, technical and capacity needs for the water sector.

At the request of USAID/Liberia, the LMWP Chief of Party participated in the IWASH project's Work Planning session on April 13, 2012 to provide support and advisement.

A summary of accomplishments versus approved Year 1 Work Plan for Task 7 is provided in Table 2-8.

Table 2-8. Task 7 Accomplishments vs. Approved Year 1 Work Plan

Task 7: Coordination with Other USAID Programs WORK PLAN TASKS	Completion Status
Coordination Report	100%
Quarterly Coordination meetings with USAID programs	Ongoing

2.2.8 TASK 8 – PLANNING AND REPORTING

A summary of accomplishments versus approved Year 1 Work Plan for Task 8 is provided in Table 2-9.

Table 2-9. Task 8 Accomplishments vs. Approved Year 1 Work Plan

Task 8: Planning and Reporting WORK PLAN TASKS	Completion Status
Coordination Report	100%
Draft Performance Monitoring Plan (PMP)	100%
Meet with L-MEP to review PMP	100%
Final PMP	Ongoing
Draft Initial Environmental Examination (IEE)	100%
Draft First Annual Work Plan	100%
Work Planning Workshop with Partners and Stakeholders	100%
Final First Annual Work Plan	100%
Environmental Mitigation and Monitoring Plan (EMMP)	On Hold
Weekly Meetings with COR	100%
Quarterly Progress Reports and Procurement Plan Update	100% (Progress Reports include Procurement section, but full Procurement Plan to be developed)
Quarterly Financial Reporting	100%
Year 2 Annual Work Plan	75% (Gantt Chart)

3.0 PROJECT MANAGEMENT AND ADMINISTRATION

3.1 MOBILIZATION AND STARTUP

A fully executed copy of the LMWP contract was provided to Tetra Tech via email on October 6, 2011. Tetra Tech's start up and mobilization was delayed until November 2011 due to civil strife in Monrovia associated with the upcoming Presidential election.

A pre-mobilization conference call was held between the Tetra Tech Project Team and USAID/Liberia on October 21, 2011. The call included introductions between Tetra Tech staff and USAID/Liberia staff, and a review of the proposed mobilization schedule and other startup details.

Mr. David Favazza, the Project's Home Office Senior Technical Advisor/Manager, arrived in Monrovia on November 7, 2011, for approximately three weeks of work to initiate in-country project startup activities. He was joined on November 9, 2011, by Geoffrey Katushabe, Tetra Tech's Start-up Specialist, who also was in country for approximately three weeks working on administrative and financial start up tasks. On November 14, 2011, they were joined by two Key Personnel: Mr. Sylvester Sowande, Lead Engineer, and Mr. Alioune Fall, Institutional Strengthening and Reform (ISR) Specialist.

The proposed Chief of Party (COP), Werner Labi, was unable to mobilize for medical reasons. In November 2011, Mr. Alioune Fall became acting COP, and was later nominated and approved to replace Mr. Labi as long term COP in January 2012.

A post-award conference was held at USAID/Liberia on November 16, 2011, during which some modifications were made to deliverables schedule and details, as summarized in notes provided to USAID/Liberia on November 21, 2011.

Dimitri Obolensky, the Tetra Tech Home Office Project Manager, arrived in Liberia on December 4, 2011. He continued to assist with administrative and financial project start up during his two and a half week assignment in Liberia.

A series of initial meetings were held with relevant GoL and donor-funded projects and stakeholders during the first month after mobilization as detailed in the Coordination Report provided to USAID/Liberia on December 23, 2011. Standing weekly meetings were established between LMWP and USAID/Liberia, as well as between LMWP and LWSC.

3.2 OFFICE

During the project start-up phase, LMWP operated from temporary office space at the Royal Hotel. In December 2011, Tetra Tech signed a lease for office space on R.D. Cooper Road in Paynesville and moved into the new office in January 2012. In December 2012, LMWP moved out of its Paynesville office into a shared office space in Sinkor with Tetra Tech's PROSPER project. Reasons for the move included the possibility of cost sharing with PROSPER as well as increased efficiency of implementing a project from a more convenient location, closer to GoL partners, USAID, and other Tetra Tech projects.

3.3 PERSONNEL

LMWP has faced significant challenges with regard to staffing the Monrovia office. Recruitment and retention of qualified personnel remains a challenge in Liberia.

As discussed during the post-award conference on November 16, 2011, Tetra Tech's proposed Chief of Party (COP) informed Tetra Tech on November 15, 2011, that he needed to withdraw from the project for medical reasons. It was agreed that the ISR Specialist, Mr. Alioune Fall would serve as Acting COP until a replacement was identified, as documented in the Proposed Interim Management Plan. Tetra Tech submitted a formal nomination to USAID/Liberia for a permanent replacement COP on December 29, 2011. Mr. Fall was subsequently approved as Chief of Party in early February, 2012.

In addition to the COP being unable to mobilize, the proposed Monitoring and Evaluation/Environmental Compliance (M&E/EC) Specialist (Boima Bafaie) was offered and accepted a position with another USAID/Liberia-funded project also starting up in November 2011. The proposed and hired Administration and Finance (AF) Specialist (Madell Mafar Bright) unexpectedly resigned in December 2011 due to a recent change in her family situation and her need to move abroad.

Tetra Tech received USAID approval for, and hired USN Institutional Specialist, Bennett Parton in March 2012. Mr. Parton resigned in July 2012 for personal reasons. Additionally, Senior Engineer, Joseph Collins, resigned in May 2012 and took a position with the World Bank Water and Sanitation Program.

At the end of Year 1, LMWP was without a full time ISR Specialist, Water Supply Engineer, and Procurement and Subcontracts Specialist. LMWP is currently recruiting for these positions and may decide to recruit internationally for the Water Supply Engineer position.

The LMWP Monrovia Staff at the end of the Year One was as follows:

Name	Position
Alioune Fall	Chief of Party
Sylvester Sowande	Lead Engineer
Alfred Drobia	Monitoring and Evaluation Specialist
Trokon Tarr	Communications and Outreach Specialist
Caroline Caranda	Gender and Facilitation Specialist
Umaru Sesay	Senior Engineer
James Reynolds	Senior Engineer
Ebo Mensah	CAD Engineer
James Kessele	CAD Engineer
Mansoh Jallabah	Junior Engineer
Dominic Gono	Junior Engineer
Comfort Davies	Director of Administration and Finance
Amos Nyuma	Project Accountant
Benjamin Koffa	Administrative Assistant
McIntosh Chea	Driver
Eddison Jusu	Driver
Tedson Togba	Driver
Hannah Stemn	Driver
Alfred Jelleh	Office Attendant

3.4 PROCUREMENT

In Year One, LMWP procured office furniture and equipment, including chairs, desks, digital cameras, printer, projector, photocopier, wireless router, computers and software. Given issues associated with slow internet connection via our previous LoneStar connection, the project upgraded to a VSAT internet service. LMWP also procured some additional small equipment associated with ongoing engineering analysis, including water quality testing equipment.

LMWP received a waiver from USAID on March 5, 2012, to purchase vehicles. LMWP purchased four Toyota Land Cruisers in June 2012. This allowed the project to discontinue reliance on expensive rental vehicles.

LMWP procured the following subcontractor services in Year One¹:

Company	Headquarters	Project	Subcontract Issued
Development Innovations Group (DIG)	USA	Socioeconomic Analysis for Situational Analysis	November 22, 2011
Richards Engineering, Inc.	Monrovia, Liberia	Engineering Technical Services	November 23, 2011
UL-PIRE	Monrovia, Liberia	Household Survey	February 17, 2012
AERC	Monrovia, Liberia	Office Renovations	March 17, 2012
Fatigen Drilling Liberia (Ltd.)	Monrovia, Liberia	Hydrogeological Study and Test Wells - Sanniquellie, Liberia	September 10, 2012
New England Testing Laboratory (NETL)	Providence, RI (USA)	Water Quality Testing Services	September 26, 2012

¹ Subcontractor services in excess of \$5,000 shown here.

A master inventory list for LMWP is updated monthly and shared with the Tetra Tech home office detailing the equipment purchased by the project. This detailed inventory list is included as Annex E.

3.5 FINANCE

The LMWP home office Accountant and home office Project Manager work closely with the LMWP field accountant and director of administration and finance on day to day accounting and cash flow management. This partnership ensures that financial reports are submitted to the Home Office on a monthly basis through the QuickBooks online software package. Petty cash transactions check payments, and employee expenses are recorded and verifiable through hard copy backups on traditional vouchers in the LMWP office. Also, the home office and field team work together on monthly and annual financial projections that are linked to the LMWP Work Plan.

Additionally, LMWP regularly submits quarterly Accruals reports to USAID Liberia. The Annual Financial Report is included as Annex A.

4.0. ACTIVITIES PLANNED FOR YEAR 2

4.1 QUARTER 1 (OCTOBER–DECEMBER)

Task 2 - Plans for Staged Water Supply and Sanitation Improvements

- Finalize Master Plans for Voinjama and Sanniquellie
- Finalization of hydrogeological surveys
- Conduct engineering land survey

Task 3 - Institutional Framework for Water Provision

- TWG Workshop to draft Preliminary Agreement on Framework
- Drafting of MOUs -LWSC/LMWP - LWSC/Local Governments

Task 4 - Capital Works

- Discussions with USAID regarding Master Plans
- Presentation of Master Plans to local authorities

Task 5 - Transitional Management of Water Supply Improvements

- Development of draft Operations and Maintenance Manuals
- Implementation of Kakata capacity support program

Task 6 - Capacity Building

- Continue capacity building program for engineering and other staff
- Implement LWSC Procurement Risk Mitigation Matrix

Task 7 - Coordination with Other USAID Programs

- Discussions with EHEDD regarding cooperation on engineering capacity support for local community colleges in Voinjama and Sanniquellie

4.2 QUARTER 2 (JANUARY–MARCH)

Task 2 - Plans for Staged Water Supply and Sanitation Improvements

- Finalize hydrogeological surveys and test well drilling
- Conduct land survey

- Conduct Environmental and Social Impact Assessment (ESIA)
- Presentation of Master Plans to local and national stakeholders

Task 3 - Institutional Framework for Water Provision

- Conduct Transition Working Group Meeting in Robertsport
- Undertake capacity needs assessment for local steering committees
- Finalization and signature of MOUs -LWSC/LMWP - LWSC/Local Governments
- Evaluation of TORs for TWG and LSCs

Task 4 - Capital Works

- Final designs for Short Term (ST) Improvements
- Preliminary designs for Medium Term (MT) Improvements

Task 5 - Transitional Management of Water Supply Improvements

- Development of draft Operations and Maintenance Manuals
- Implementation of Kakata capacity support program

Task 6 - Capacity Building

- Continue capacity building program for engineering and other staff
- Implement LWSC Procurement Risk Mitigation Matrix

Task 7 - Coordination with Other USAID Programs

- Continued coordination meetings with USAID and projects including EHED and IWASH.

4.3 QUARTER 3 (APRIL–JUNE)

Task 2 - Plans for Staged Water Supply and Sanitation Improvements

- No activities planned under this task

Task 3 - Institutional Framework for Water Provision

- Conduct Transition Working Group Meeting 5
- Conduct capacity needs assessment for local steering committees
- Finalization and signature of MOUs -LWSC/LMWP - LWSC/Local Governments
- Finalization of Capacity building program with LWSC

Task 4 - Capital Works

- Development of tender documents for ST Improvements
- Preliminary design for MT improvements - Robertsport

- Final design for ST Improvements - Sanniquellie
- Final Design for ST Improvements - Voinjama

Task 5 - Transitional Management of Water Supply Improvements

- Initiate Support program for ST activities
- Initiate support program for interim management of the system in Robertsport

Task 6 - Capacity Building

- Communications and Outreach field activities

Task 7 - Coordination with Other USAID Programs

- Ongoing coordination meeting with USAID and relevant projects

4.4 QUARTER 4 (JULY–SEPTEMBER)

Task 2 - Plans for Staged Water Supply and Sanitation Improvements

- No activities planned under this task

Task 3 - Institutional Framework for Water Provision

- No activities planned under this task

Task 4 - Capital Works

- Construction of ST Improvements

Task 5 - Transitional Management of Water Supply Improvements

- Implementation of Kakata capacity support program
- LWSC capacity building with AfDB

Task 6 - Capacity Building

- Capacity building for LSC and Water Management Committees

Task 7 - Coordination with Other USAID Programs

- Continued meetings and coordination with USAID and its programs

5.0. CHALLENGES, OPPORTUNITIES, LESSONS LEARNED, AND RECOMMENDATIONS

5.1 POLICY AND INSTITUTIONAL FRAMEWORK REGARDING LOCAL AUTHORITIES AND WATER PROVISION

Liberia water sector policy is dysfunctional at the national and local levels. At the national level, the Water Supply and Sanitation Policy (April 2009) along with subsequent policy documents including the Sector Strategic Plan, the Integrated Water Resources Management policy have not clearly defined the role and functions of local authorities in the management and operations of piped water systems. The issue is only addressed on page 21 of the Water Supply and Sanitation Policy which vaguely refers to the establishment of Urban Water Boards under the description of the proposed institutional framework.

In the recently passed Liberia National Policy on Decentralization and Local Governance, no reference is made regarding the role of local governments and responsibilities of local authorities in the management and operations of piped water systems. Under Part V, the policy refers to the establishment of “administrative agencies of local government upon the petition of county governments as deemed appropriate for good governance and based on the county’s prevailing economic development needs.” These Administrative agencies can include a Department of Public Works and Utilities.

Though the details and the functions of the Department of Public Utilities are not spelled out in the policy, these constraints can be turned into opportunities. At the national level, we will continue to work within the established coordinating arm of the water sector - the National Water and Hygiene Promotion Committee (NWHPC) to support additional clarification and definition of the envisioned roles and responsibilities of the Urban Water Boards as cited in the policy. We will engage with national and local stakeholders to review the implications of the National Policy on Decentralization and Local Governance on local governance and the opportunities it presents for local governments to establish emerging institutions for the development, management and oversight of infrastructure - as allowed under the policy and the realities of Liberia’s policy and institutional framework for water and sanitation services.

5.2 LOCAL CAPACITY AND PROJECT STAFFING

Lack of local capacity and existence of administrative and technical skills has been major impediment to the project ability to staff up the positions as envisioned during the first year. In addition to suffering from staff losses at the beginning of the project (some due to family reasons and others due to better offers from other projects), we have not been successful in filling some of the critical key positions for the project - namely the Institutional Reform and Strengthening and Water Supply Engineer position. In addition we are likely to lose a couple of our Engineers who are applying for a Master's degree scholarship program being sponsored by LWSC.

Though the Water Supply Engineer position was to be filled by a local, we agreed with USAID to consider an expatriate filling the position to avoid unnecessarily and negatively impacting the project's activities - particularly as we move into the active part of the project during the second year where the construction activities are to begin.

5.3 MANAGING EXPECTATIONS

Considering the dire needs for water services from residents in the three cities, this project has heightened the hopes and expectations for better and improved water services from the national and local stakeholders. Residents and national stakeholders believe that the LMWP project is to re-construct the old water system - called the JRO system - and restore piped services to different parts of towns and residences. Throughout the project we have attempted to inform stakeholders of the activities and expected outcomes from the project, which may not necessarily mean piped connections all over the respective cities.

As we move forward with implementation of the Quick Impact and Short Term activities, we will need to redouble our efforts in this regard to insure that we align the expectations from the different stakeholders with the realities of the project approved scope, budget and activities.

5.4 COORDINATION WITH LWSC AND OTHER DEVELOPMENT PARTNERS

Currently, in addition to the LMWP, LWSC is also implementing the Urban Water Supply and Sanitation Project - for Monrovia, Kakata, Zwedru and Buchanan. This is an African Development Bank funded project to establish piped water services in three towns in addition to rehabilitation of the water and sanitation systems in Monrovia.

The implementing method adopted by AfDB is the establishment of a Project Management Unit (PMU) within LWSC to conduct the activities of the project - with the assistance of contracted consultants to undertake the Situational Analysis, Project Design and construction activities. Under this scheme, the LWSC staff serving under the AfDB PMU are remunerated on top of their regular salaries from LWSC. This is a challenging situation as LMWP is not in a position to offer the same for LWSC staff. One of the reasons that have been related is the "comparative advantage" of LWSC staff working for AfDB PMU as opposed to LMWP - when this latter is not in a position to provide remuneration or other perks or incentives to LWSC staff cooperating on the project.

We have also encouraged LWSC to work out a common capacity building platform between the USAID funded LMWP and the AfDB to coordinate our activities and leverage technical and

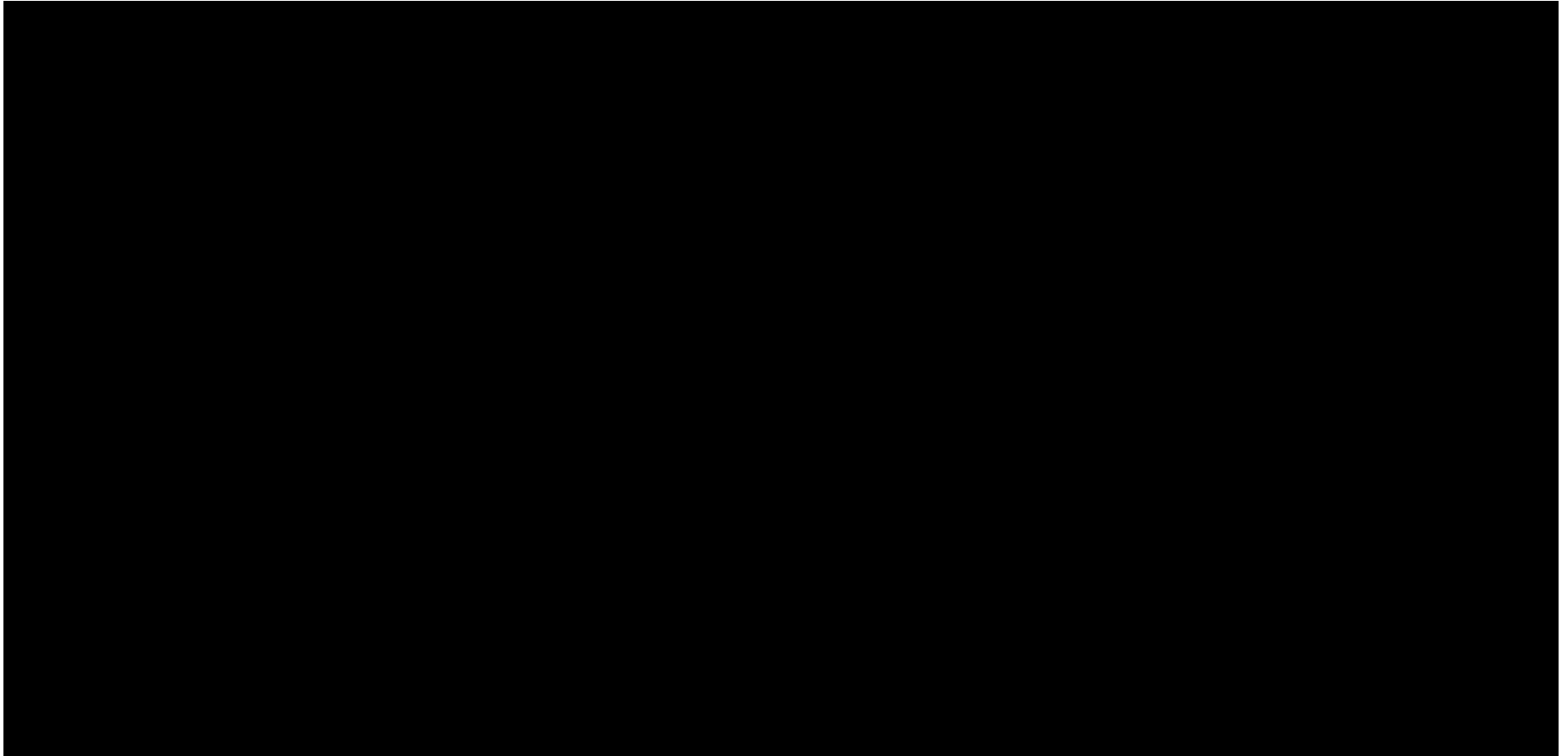
financial resources. This has been a difficult undertaking as there is a seeming reluctance from LWSC to provide information on the AfDB funded activities or details on the AfDB plans for capacity building.

ANNEXES

- A. Annual Financial Status Report
- B. Project Bibliography
- C. List of Technical Assistance Activities
- D. List of In-Country Courses and Seminars Organized
- E. List of Equipment and Materials Purchased

ANNEX A: ANNUAL FINANCIAL STATUS REPORT

Q4 FINANCIAL REPORT



ANNEX B: PROJECT BIBLIOGRAPHY

Liberia Municipal Water Project Bibliography, Project Year 1 (Chronological Order)

Document	Date
Code of Business Ethics and Conduct	11/4/2011
USAID Meeting Minutes	11/16/2011 Minutes from Post Award Conference and subsequent weekly briefings with COR Minutes
Proposed Interim Management Plan	11/21/2011 (Revised 11/23/2011)
Initial/Protocol Visit (Debrief Presentation for USAID)	12/20/2011
Scoping Visits (Debrief Presentation for USAID)	12/20/2011
Quarter 1 Financial Report	12/22/2011
Coordination Report	12/23/2011
Performance Monitoring Plan (PMP)	12/23/2011 (Revised with Hand pump Indicators - April 30, 2012)
Initial Environmental Examination (IEE)	12/30/2011 (Rev. 6/1/2012)
First Annual Work Plan	1/3/2012 (Rev. 2/10/2012, 5/3/2012)
Desk Study	1/3/2012
Communications and Outreach Plan	1/26/2012
Quarter 1 Progress Report	1/26/2012
Situational Analysis Interim Report	2/9/2012
Debriefs from Situational Analysis Visits (Final Debrief Presentation to USAID)	3/8/2012
Assessment of the Suitability of Liberia's Public Procurement System for Host Country Contracting under LMWP [included in Situational Analysis Report]	3/11/2012
Quarter 2 Financial Report	3/12/2012

Quick Impact Project Descriptions	4/10/2012
Quarter 2 Progress Report	4/30/2012
Situational Analysis Final Report	5/15/2012
Report on Transition Work Group Workshop 1	6/8/2012
Quarter 3 Financial Report	6/21/2012
Report on Assessment of Framework Options, Draft Memoranda of Understanding (MOU)	7/11/2012
Initial Capacity Building Plan (GOL focused)	7/11/2012
Quick Impact Project Conceptual Note	7/12/2012
Quarter 3 Progress Report	8/1/2012
Robertsport Water Master Plan	8/31/2012
Quarter 4 Financial Report	9/13/2012

ANNEX C: LIST OF TECHNICAL ASSISTANCE ACTIVITIES

Liberia Municipal Water Project Technical Assistance Activities Summary

Name Role Organization	Start Date Days of LOE Location	Achievements
Geofrey Katushabe Administrative Specialist Tetra Tech	Nov 1, 2011 12 days Liberia	<ul style="list-style-type: none"> Conducted recruitment of CCN technical and admin personnel; Consulted with COP and STA/M regarding equipment items that may be purchased locally; obtained quotes and specifications prior to the procurement of equipment (vehicles, computer equipment, etc.); Initiated procurement of office supplies and budgeted equipment determined by the COP and STA/M in accordance with USAID regulations; Reviewed other Tetra Tech in-country project research on regulations regarding off shore procurements (customs clearance, duty free); Set up financial (local accounting) management systems and train local staff on their usage; Set up inventory control systems; Trained local administrator and COP on Tetra Tech's Project Implementation Tool Box, including ARD and USAID procurement regulations and processes (obtaining quotes, approvals); Trained Local Accountant on the use of QuickBooks accounting software.
David Favazza Senior Technical Advisor/Manager Tetra Tech	Nov 5, 2011 19 days Liberia	<ul style="list-style-type: none"> Worked closely with the Start-Up Specialist (Geoffrey Katushabe), Home Office Project Manager (Dimitri Obolensky), and Key Long Term Staff to ensure a smooth implementation of project start-up activities, including: establishing a project office, recruitment, procurement, and drafting of policies and procedures as needed. Interviewed technical Cooperating Country National (CCN) staff, particularly engineering design team members. Provided technical orientation and conduct initial team building for LMWP staff, including articulation of the project technical vision, scope, schedule, and key anticipated challenges. Met with USAID during the week of November 13 and facilitated initial introductions/planning discussions between USAID COTR and LMWP leadership. Reviewed technical and administrative questions with COTR. Worked with LMWP leadership and USAID COTR to identify relevant GOL contacts at LWSC, MLME, and within each of the three counties and municipalities in which LMWP will work, and hold initial meetings with Monrovia-based counterparts. Worked with local sub-contractor Richards Engineering to finalize subcontract and collaborate on early implementation activities. In coordination with the Acting COP, assisted in finalizing long-term team SOWs for employee agreements. Worked with LMWP leadership to refine a draft 90-day action plan for completion of early deliverables and schedule a detailed Year 1 work planning session, expected in December. Worked with LMWP leadership to review requirements and develop initial outlines for key early deliverables including Coordination Report, Desk Study, Communications and Outreach Plan, and Initial Environmental Examination (IEE).
Dimitri Obolensky Project Manager Tetra Tech	Dec 3, 2011 17 days Liberia	<ul style="list-style-type: none"> Assumed primary in-country responsibility for ongoing activities related to establishment and efficient operations of a permanent Monrovia office including lease agreements and facilities management, plus administrative, personnel, financial, and management systems. Worked closely with Liberia-based Administration and Finance Specialist to control and authorize in-country expenditures, oversee local Bank accounts, and work with the Tetra Tech Controller on budget control and financial planning.

Name Role Organization	Start Date Days of LOE Location	Achievements
		<ul style="list-style-type: none"> Oversaw administrative processes related to ongoing recruitment and hiring of local personnel in accordance with project and USAID guidelines and policies. Trained and mentored local staff on Tetra Tech and USAID policies and procedures, including finance and administration. Worked closely with the Liberia-based Administration and Finance Specialist, other Liberia-based Administrative staffs, and the Home Office Procurement Coordinator, assumed responsibility for specification and procurement of commodities with all necessary approvals and in accordance with USAID and Tetra Tech procedures and requirements. Worked with both technical and administrative staffs to ensure contract compliance Trained LMWP support staff on administrative policies and procedures. Assisted with procurement. Negotiated and signed LMWP Office Lease.
Ruby Al Salem Socioeconomic Analyst DIG	Dec 6, 2011 16 days Liberia	<ul style="list-style-type: none"> Met with potential local market assessment companies; assessed their capacity to locally adapt the market assessment questionnaire; Traveled with the project team to Voinjama and Robertsport. Conducted initial observation and meet with households and focus groups to form an understanding of the socioeconomic characteristics and to understand water and sanitation needs and gaps to inform the design of a household survey instrument. Met with commercial, industrial, and institutional customers focusing on potential large water users that may form an initial core customer base to understand their current practices, expenses, and needs. These meetings were intended to help prepare the survey of potential commercial, industrial, and institutional customers. Met with local water user groups and other entities with responsibility for operating and maintaining current water supply infrastructure (including dug wells and hand pumps, surface water, rainwater harvesting, or other means) to understand current management methods, including payments to cover operation, maintenance, and repair. Met with Tetra Tech in-country staff, other Scoping Visit STTA, and Liberia Municipal Water Company staff to gather additional information and develop a shared understanding of local conditions.
John Mason Monitoring and Evaluation Specialist Independent Consultant	Nov 21, 2011 10 days Liberia	<ul style="list-style-type: none"> Developed Draft Performance Monitoring Plan (PMP) based on guidance from the COTR and in close cooperation with the Acting COP and STAM. Solicited feedback and input into PMP development by communicating with the Mitchell Group (L-MEP) to discuss PMP development, indicators, formats and other criteria specific to Liberia M&E procedures. Provided input and advice in the development of a protocol to be used to conduct the socioeconomic portion of the Scoping Visit. Developed instruments for conducting a draft household survey and draft survey of potential commercial, industrial, and institutional customers with focus on data need for PMP.
John Butler Institutional Specialist Tetra Tech	Dec 1, 2011 19 days Liberia	<ul style="list-style-type: none"> Traveled with the project team to the three county capitals of Sanniquellie, Voinjama and Robertsport. Conducted site visits of existing water facilities in the three county capitals including water points. Met with relevant county and local staff such as the development superintendent and county engineers and planners, plus district and municipal officials and representatives from local NGOs, CBOs, and community groups. Evaluated current institutional arrangements including mandates, responsibilities, and capacity. Met with Tetra Tech in-country staff, other Scoping Visit STTA, and Liberia Municipal Water Company (LWSC) staff to gather information and develop a shared understanding of local conditions and capacity.

Name Role Organization	Start Date Days of LOE Location	Achievements
		<ul style="list-style-type: none"> Performed initial assessment of available private sector entities that may be in a position to bid on contracts to operate, maintain, and manage water systems. Conducted meetings in Monrovia with relevant entities to help define current institutional arrangements in terms of asset ownership, asset management, financial management, service delivery, and water quality regulation among local, county, and national authorities. Worked with Acting COP to help develop institutional framework options and identify of requirements for implementation of a local water management entity, including establishment of Memoranda of Understanding (MOUs). Assisted in assessment of host country contracting capacity (HCC) with respect to contract management, procurement integrity, cash flow management, and human resource management.
Austin Turner Civil Engineer Tetra Tech	Nov 30, 2011 22 days Liberia	<ul style="list-style-type: none"> Traveled to the project cities of Sanniquellie, Voinjama and Robertsport to evaluate conditions of existing water infrastructure, to identify potential "quick impact" projects, and begin to develop potential design solutions for the short and medium term water improvement projects.
Thomas Keefe Sr. Civil Engineer Tetra Tech	Nov 30, 2011 22 days Liberia	<ul style="list-style-type: none"> Traveled to the project cities of Sanniquellie, Voinjama and Robertsport to evaluate conditions of existing water infrastructure, to identify potential "quick impact" projects, and begin to develop potential design solutions for the short and medium term water improvement projects.
Brian Potvin Construction Manager/Project Manager Tetra Tech	Nov 30, 2011 22 days Liberia	<ul style="list-style-type: none"> Established relationships with Liberian based engineering team. Met with the engineering team to review the project objective, technical requirements, scope, and schedule. Traveled with the project team to the three county capitals of Sanniquellie, Voinjama and Robertsport. Coordinated with the institutional and socioeconomic teams. Met with potential Liberian subcontractors to evaluate capabilities to support implementation of the project. Worked with the project team to review administrative and technical requirements and develop outlines of project deliverables. Assisted in the evaluation and assessment of existing water supplies, treatment facilities, storage facilities, distribution system, and existing distributed water sources. Identified and provided guidance on potential "quick impact" projects. Started the planning for the preparation of the Situational Analysis Report. Worked with the engineering team, develop the plan for the subsequent detailed analysis visit.
Michael Jenkins Qualitative Socioeconomic Analyst DIG	Feb 16, 2012 16 days Liberia	<ul style="list-style-type: none"> Worked with LMWP staff, STTA, and L-MEP to finalize survey instrument; Traveled to all three target cities with LMWP in-country staff members to conduct six focus groups to inform interpretation of survey results and conduct key informant interviews with potential large water customers identified during Scoping Visit.
Ruby AlSalem Quantitative Socioeconomic Analyst DIG	Feb 21, 2012 16 days Liberia	<ul style="list-style-type: none"> Worked with local survey firm and other relevant stakeholders to finalize questionnaire, conduct pilot testing, train survey firm enumerators and other staff, supervise data collection and conduct quality control, travel to Robertsport during data collection, and coordinate with LMWP in-country staff.
Thomas Keefe Sr. Civil Engineer Tetra Tech	Feb 16, 2012 22 days Liberia	<ul style="list-style-type: none"> Coordinated with in-country LMWP technical staff and stakeholders re Detailed Analysis work plans; traveled to Voinjama with LWSC and LMWP in-country staff to conduct Detailed Analysis (Quick Impact analysis, detailed assessments/sampling, etc.); met potential subcontractors including drillers; provided guidance / leadership to LMWP engineering team and coordinated schedule, technical requirements / deliverables, and standards; Prepared Voinjama summary report

Name Role Organization	Start Date Days of LOE Location	Achievements
Natalie Brown Civil Engineer Tetra Tech	Feb 16, 2012 22 days Liberia	<ul style="list-style-type: none"> Coordinated with in-country LMWP technical staff and stakeholders re Detailed Analysis work plans; traveled to Sanniquellie with LWSC and LMWP in-country staff to conduct Detailed Analysis (Quick Impact analysis, detailed assessments/sampling, etc.); met potential subcontractors including drillers; provided guidance / leadership to LMWP engineering team and coordinated schedule, technical requirements / deliverables, and standards; Prepared Sanniquellie summary report
Travis Waters Civil Engineer Tetra Tech	Feb 16, 2012 22 days Liberia	<ul style="list-style-type: none"> Coordinated with in-country LMWP technical staff and stakeholders re Detailed Analysis work plans; traveled to Robertsport with LWSC and LMWP in-country staff to conduct Detailed Analysis (Quick Impact analysis, detailed assessments/sampling, etc.); met potential subcontractors including drillers; provided guidance / leadership to LMWP engineering team and coordinated schedule, technical requirements / deliverables, and standards; Prepared Robertsport summary report
Nigel Shipman Procurement Specialist Independent Consultant	April 28, 2012 14 days Liberia	<ul style="list-style-type: none"> Met with Liberia's Ministry of Lands, Mines and Energy, Liberia Water and Sewer Corporation, Liberia Ministry of Justice and other such agencies of the Government of Liberia as deemed necessary including Infrastructure Investment Unit (IIU) and Public Procurement and Concessions Commission (PPCC). Met with officials at the African Development Bank, World Bank, UNDP and other such agencies with connection to Liberia Infrastructure procurement. Reviewed existing laws and regulations concerning major procurements and administrative authority. Met procurement staff and specialists in each agency to determine procurement methods, skills and capacity. Prepared a report on existing government procurement laws and regulations. The report noted variances between USAID rules and current regulations and detailed current practice as applied in Liberia, determined application of procurement rules under counterpart donors, capacity of local host country agencies to comply with and implement USAID procurement regulations as currently constituted and indicated additional capacity building interventions to build and establish sufficient capacity to meet procurement and tender evaluation requirements.
Ian Moise Local Institutional Development Specialist Independent Consultant	April 28, 2012 14 days Liberia	<ul style="list-style-type: none"> Reviewed prior visits to each of the three target cities including results of those visits and a review of agreements reached. Reviewed generic draft charter and revisions to meet specific requirements on the ground. Prepared a field visit itinerary and discussion points together with the CAO and GAF and prepare discussion programs for review and approval of the ISR and COP. Visited each of the field sites, engaging local government representatives and leaders including members of County Health Teams, County Superintendents, County Engineers, City officials local CBOs, local residents in discussions on ways to formulate the TWG, an agreed name for the TWG, how to ensure regular meeting, develop sub-committees, funding suggestions and other matters appropriate to formulating an appropriate time-responsive TWG. Established a template for future discussions with local communities for water related discussion and local supervision. Prepared an agenda for a follow-up training session in Monrovia for TWG members and a coordination meeting with LWSC to discuss points of interest for each party. Prepared a final report on the activities associated with field visits, TWG charters and recommendations for continuing discussions with the three target cities on water and sanitation issues.

Name Role Organization	Start Date Days of LOE Location	Achievements
Tara Panek Bringle Market Assessment Advisor DIG	March 2012 9 days U.S.	<ul style="list-style-type: none"> • Provided data analysis and reporting technical support for the field market survey of the three target LMWP cities. Contributed to analyzing the results of survey and preparing a final report incorporating an analysis of the survey results and a summary of the support to the socioeconomic analysis process. • Completed data analysis and assisted with field market survey.
Taylor Smith GIS Specialist Tetra Tech	March 2012 15 days U.S.	<ul style="list-style-type: none"> • Updated LMWP Geographic Information System (GIS) database with additional information provided by LISGIS and LMWP engineering and socioeconomic field teams. Conducted geospatial analysis associated with Situational Analysis and Master Planning, including demographic analysis, and infrastructure facilities planning.
Nick Thomas Sr. GIS Specialist Tetra Tech	March 2012 4 days U.S.	<ul style="list-style-type: none"> • Provided senior advisory support to LMWP home office staff and Monrovia team regarding development and ongoing refinement of LMWP GIS database and geospatial analysis associated with Situational Analysis and Master Planning, including demographic analysis, incorporation with PMP (and LMEP systems) and infrastructure facilities planning.
Morgan Hillenbrand Public Communications Specialist Tetra Tech	March 2012 6 days U.S.	<ul style="list-style-type: none"> • Provided review and advisory support to in-country team, particularly Liberian staff including Communications and Outreach Specialist and Gender and Facilitation Specialist, on the development and implementation of LMWP Communications and Outreach Plan. Reviewed and provided comments/inputs on draft deliverables, communications and outreach materials and branding, and plans for field activities such as community outreach events.
John Butler Institutional Specialist Tetra Tech	March 2012 10 days U.S.	<ul style="list-style-type: none"> • Provided additional review and transitional advisory support to in-country team, particularly COP and ISR Specialist, on development and implementation of institutional arrangements including Memoranda of Understanding.
John Mason M&E Specialist Independent Consultant	March 2012 6 days U.S.	<ul style="list-style-type: none"> • Provided follow-up Monitoring and Evaluation (M&E) support to in-country team, particularly the new in-country M&E Specialist, including finalization of Performance Monitoring Plan (PMP) and review of baseline survey results. (Mr. Mason served as M&E Specialist for development of the Draft PMP, including a visit to Liberia in January-February 2012.)
David Favazza STAM Tetra Tech	April 10, 2012 11 days Liberia	<ul style="list-style-type: none"> • Worked closely with in-country staff, particularly the Chief of Party, Institutional and Strengthening Reform Specialist, and Lead Engineer, on drafting the Situational Analysis (SA) report and Quarterly Report. Conducted follow-up interviews with local staff candidates for remaining engineering and procurement positions. Provided additional technical and administrative orientation and training to new staff hired since December 2011. Met with USAID to brief COR on current status of LMWP technical work and administration, including key SA report findings and proposed additional Quick Impact projects and associated procurement. Meet with LWSC and other donor counterparts.
Geofrey Katushabe Administrative Specialist Tetra Tech	April 22, 2012 12 days Liberia	<ul style="list-style-type: none"> • Provided administrative training to newly hired staff (Admin/Finance Specialist; four engineers; M&E/EC Specialist; GF Specialist, and ISR Specialist); • Audited LMWP field accounting and provide additional QuickBooks training; • Reviewed LMWP inventory control system; • Assisted with recruitment and interviewing additional engineering and procurement/subcontracting staff; • Helped set up of filing and administrative systems for new office; • Assisted with any additional procurements of office equipment as needed;

Name Role Organization	Start Date Days of LOE Location	Achievements
Nick Thomas Sr. GIS Specialist Tetra Tech	May 3, 2012 3 days Liberia	<ul style="list-style-type: none"> Worked with LMWP Monitoring and Evaluation Specialist to review LMWP GIS in detail, determine which aspects of GIS management can be shifted to the Monrovia office, and assess software and additional local HR requirements; Worked with COP and M&E/EC Specialist regarding creation of a “visual” M&E system in conjunction with LMEP (Liberia Monitoring and Evaluation Project) and reviewed Environmental Compliance applications; Worked with Lead Engineer (LE) and engineering team to review LMWP GIS and applications for Master Planning and housing field data collected on wells, water quality, etc.; Met with COP and Communications & Outreach and Gender Specialist regarding GIS applications for outreach efforts, including tracking participation and visually presenting proposed water systems to gather local input
Taylor Smith GIS Specialist Tetra Tech	May 3, 2012 4 days Liberia	<ul style="list-style-type: none"> Supported Sr. GIS Specialist Nick Thomas in completion of the above assignment, and documented the technical specifications and recommendations that resulted. Presented findings and next steps to the project team.
Travis Watters Civil Engineer Tetra Tech	May 20, 2012 30 days Liberia	<ul style="list-style-type: none"> Assisted the LMWP technical team in the preparation of updated Quick Impact Project proposal report; assisted in alternatives analysis required for Master Planning; coordinated with the LMWP team and HO; set up engineering hardware and software including CAD; coordinated with HO regarding hardware and design software requirements; conducted basic CAD training for LMWP engineering staff; provided training on CAD standards; assist with interviewing additional engineering and drafting candidates.
Thomas Keeffe Sr. Civil Engineer Tetra Tech	June 24, 2012 22 days Liberia	<ul style="list-style-type: none"> Working closely with the Lead Engineer, provided technical oversight and mentoring regarding the engineering design of Quick Impact Projects and Short-term Improvements as well as planning of Medium-term Improvements; reviewed and tracked progress on hydrogeological study and test well drilling; mentored and provided hands on training of LMWP engineering staff; assisted in coordination with USAID, LWSC and other project stakeholders regarding the QIPs and Short Term Improvements; assisted with interviewing additional engineering and drafting candidates.
Austin Turner Civil Engineer Tetra Tech	July 8, 2012 22 days Liberia	<ul style="list-style-type: none"> Assisted the LMWP engineering team in the preparation of the Short Term Improvement plans as well as the Master plan for the three cities; mentored and trained LMWP engineering staff in the preparation of design and construction documents; coordinated with the hydrogeological study contractor; assisted in the coordination with USAID, LWSC and other project stakeholders; coordinated with the HO technical team.
Gary Forbes Training and Facilitation Specialist Independent Consultant	June 2, 2012 9 days Liberia	<ul style="list-style-type: none"> Met LMWP staff and reviewed Work Plan, reports and information provided. Prepared a short training program on the APM approach to instruct local Water Management Group members on the opportunities and benefits of APM within their communities to approach and discuss water management, maintenance and operations options during the initial phases of LMWP. Worked closely with LMWP Staff and the ISR Specialist to implement the APM approach for participants to develop a strong TWG Charter and Action Plan for implementation. Prepared a short report on the outcome of the TWG Workshop and outcomes of the process. Detailed how APM was used and how it assisted in formulating conclusions.
Geofrey Katushabe Administrative Specialist	Aug 22, 2012 2 days Liberia	<ul style="list-style-type: none"> Provided follow up of previous administrative training to newly hired staff (Admin/Finance Specialist; four engineers; M&E/EC Specialist; GF Specialist) Reviewed LMWP field accounting and provide additional QuickBooks

Name Role Organization	Start Date Days of LOE Location	Achievements
Tetra Tech		<ul style="list-style-type: none"> follow up training to the LMWP accountant Reviewed LMWP inventory control system Followed up on the establishment of filing and administrative systems for office Assisted with ongoing procurements of office equipment
Travis Watters Civil Engineer Tetra Tech	Aug 1, 2012 65 days Liberia	<ul style="list-style-type: none"> Assisted the LMWP engineering team in the preparation of the Quick Impact Project designs; worked on the Short Term Improvement plans as well as the Master plans for the three cities; mentored and trained LMWP engineering staff in the preparation of design and construction documents; coordinated with the hydrogeological study contractor; assisted in coordination with USAID, LWSC and other project stakeholders; coordinated with the HO technical team.; and provided additional engineering leadership support during the Lead Engineer's vacation in early August.
Rebecca Kanaan, Training and Facilitation Specialist	Sep 15, 2012 3 days Liberia	<ul style="list-style-type: none"> Assisted in planning and then facilitated Year 2 Work Planning Workshop Prepared summary report on outcomes of work planning workshop

ANNEX D: LIST OF IN-COUNTRY COURSES AND SEMINARS ORGANIZED

LMWP Courses / Workshops Organized and Attended during Project Year 1					
Date	Event Type	Location	Number of Participants		Organizer
			Female	Male	
Feb 2-3, 2012	Advanced Participation Methods Training	Monrovia	6	17	LMWP
Feb. 19-21, 2012	Focus Group Discussion for local input on LMWP	Sanniquellie	28	16	LMWP
Feb 23-26, 2012	Household Survey Enumerator Training	Monrovia	13	24	LMWP
Feb. 27-29, 2012	Focus Group Discussion for local input on LMWP	Voinjama	22	13	LMWP
March 1-2, 2012	Focus Group Discussion for local input on LMWP	Robertsport	24	11	LMWP
March 23 - 28	Management for Results Training	Ganta	0	1	L-MEP
April 3-4, 2012	Focus Group Discussion for local input on LMWP	Voinjama	28	14	LMWP
April 10-12, 2012	Focus Group Discussion for local input on LMWP	Sanniquellie	33	16	LMWP
April 19-20, 2012	Management Retreat for LWSC	Wulki Farms, Careysburg	6	14	LMWP
May 10, 2012	Situational Analysis Presentation	Sanniquellie	5	7	LMWP
May 16, 2012	Focus Group Discussion for local input on LMWP	Robertsport	22	10	LMWP
May 16, 2012	Situational Analysis Presentation	Robertsport	4	6	LMWP
June 5-6, 2012	Transition Working Group Workshop 1	Monrovia	9	22	LMWP
June 24, 2012	Situational Analysis Presentation	Voinjama	6	4	LMWP
June 25 – 29, 2012	Management for Results Training	Voinjama	2	2	L-MEP
August 6 – 10, 2012	Evaluation Planning and Management (EPM) training	Monrovia	0	2	USAID

ANNEX E: LIST OF EQUIPMENT AND MATERIALS PURCHASED

NON-EXPENDABLE GOVERNMENT PROPERTY ACQUISITION INVENTORY AND TRACKING										
PROJECT NAME: Liberia Municipal Water Project (LMWP)										
CONTRACT #: EDH-I-08-00027-00										
Tetra Tech ARD										
ALL NON-EXPENDABLE PROPERTY										
UPDATED: September 30, 2012										
RECONCILED:										

Qty	ARD #	Description	S/N	Unit Price	Total Price	Vendor	Date Rec'd	PO/ Voucher #	Condition	Location
1	00001	Iridium 9555 Satellite phone with accessories(chargers, USB cable, carrying case, earpiece, CD, and international plug kit)	300015010736310	\$1,310.46	\$1,310.46	Roadpost USA Inc	1-Nov-11	HO PO #1078608	Good	CoP
1	00002	HP Probook 4530s laptop computer	CNU1375K87	\$555.00	\$555.00	Planson International Corporation	1-Nov-11	HO PO #1078789	Good	Sowande Sylvester
1	00003	HP Probook 4530s laptop computer	CNU1374ZYX	\$555.00	\$555.00	Planson International Corporation	1-Nov-11	HO PO #1078789	Good	Alioune Fall
1	00004	HP Probook 4530s laptop computer	CNU13759X3	\$555.00	\$555.00	Planson International Corporation	1-Nov-11	HO PO #1078789	Good	Caroline Caranda
1	00005	HP Probook 4530s laptop computer	CNU13759QB	\$555.00	\$555.00	Planson International Corporation	1-Nov-11	HO PO #1078789	Good	Sei Evan Zumba
1	00006	HP Probook 4530s laptop computer	CNU13751QN	\$555.00	\$555.00	Planson International Corporation	1-Nov-11	HO PO #1078789	Good	Comfort S. Davies
1	00007	HP Probook 4530s laptop computer	CNU137535G	\$555.00	\$555.00	Planson International Corporation	1-Nov-11	HO PO #1078789	Good	A. Trokon Tarr
1	00008	HP Z210 Workstation Computer	2UA12315YQ	\$1,010.00	\$1,010.00	Planson International Corporation	1-Nov-11	HO PO #1078789	New	Storeroom
1	00009	HP Z210 Workstation Computer	2UA123160J	\$1,010.00	\$1,010.00	Planson International Corporation	1-Nov-11	HO PO #1078789	Good	Amos F. Nyuma
1	00010	HP Z210 Workstation Computer	2UA123160S	\$1,010.00	\$1,010.00	Planson International Corporation	1-Nov-11	HO PO #1078789	New	Storeroom
1	00011	HP Z210 Workstation Computer	2UA13405VF	\$1,010.00	\$1,010.00	Planson International Corporation	1-Nov-11	HO PO #1078789	Good	Ben Koffa
1	00012	HP / Compaq LE2002X 20" LCD Monitor	CNC1381G2X	Included with ARD #00008	Included with ARD #00008	Planson International Corporation	1-Nov-11	HO PO #1078789	Good	Ben Koffa
1	00013	HP / Compaq LE2002X 20" LCD Monitor	CNC1381G2T	Included with ARD #00009	Included with ARD #00009	Planson International Corporation	1-Nov-11	HO PO #1078789	Good	Storeroom

Qty	ARD #	Description	S/N	Unit Price	Total Price	Vendor	Date Rec'd	PO/ Voucher #	Condition	Location
1	00014	HP / Compaq LE2002X 20" LCD Monitor	CNC1381G39	Included with ARD #00010	Included with ARD #00010	Planson International Corporation	1-Nov-11	HO PO #1078789	New	Amos F. Nyuma
1	00015	HP / Compaq LE2002X 20" LCD Monitor	CNC1381G2Z	Included with ARD #00011	Included with ARD #00011	Planson International Corporation	1-Nov-11	HO PO #1078789	New	Storeroom
1	00016	HP Desk Jet 2050 scan copy color printer	CN12I33HZM	\$100.00	\$100.00	Metro Stationery Store	12-Nov-11	start-up purchase	Good	Finance Office
1	00017	Office Desk 1800 2D Mahogany WN 180	N/A	\$199.00	\$199.00	J-MART	12-Nov-11	start-up purchase	Good	Lead Engineer
1	00018	Office Desk 1800 2D Mahogany WN 180	N/A	\$199.00	\$199.00	J-MART	12-Nov-11	start-up purchase	Good	ISR Office
1	00019	Visitor arm chair PU Leather PC007	N/A	\$119.00	\$119.00	J-MART	14-Nov-11	start-up purchase	Good	CoP Office
1	00020	Visitor arm chair PU Leather PC007	N/A	\$119.00	\$119.00	J-MART	14-Nov-11	start-up purchase	Good	CoP Office
1	00021	Visitor arm chair PU Leather PC007	N/A	\$119.00	\$119.00	J-MART	14-Nov-11	start-up purchase	Good	ISR Office
1	00022	Visitor arm chair PU Leather PC007	N/A	\$119.00	\$119.00	J-MART	17-Nov-11	start-up purchase	Good	ISR Office
1	00023	Visitor arm chair PU Leather PC007	N/A	\$119.00	\$119.00	J-MART	17-Nov-11	start-up purchase	Good	Engineering Department
1	00024	GPRS/3G USB Modem with sim card	860942009160161	\$109.00	\$109.00	Cellcom GSM	17-Nov-11	start-up purchase	Good	Storeroom
1	00025	GPRS/3G USB Modem with sim card	6934933007512	\$109.00	\$109.00	Cellcom GSM	17-Nov-11	start-up purchase	Good	Storeroom
1	00026	My Passport Essential Portable USB Hard Drive 500 GB/GO	WX91A81M173	\$150.00	\$150.00	Lion Stationery Store	23-Nov-11	start-up purchase	Good	CoP Office
1	00027	GPRS/3G USB Modem with sim card	325712243948	\$109.00	\$109.00	Cellcom GSM	1-Dec-11	start-up purchase	Good	Storeroom
1	00028	GPRS/3G USB Modem with sim card	325712243474	\$109.00	\$109.00	Cellcom GSM	1-Dec-11	start-up purchase	Good	Storeroom
1	00029	GPRS/3G USB Modem with sim card	325712243442	\$109.00	\$109.00	Cellcom GSM	1-Dec-11	start-up purchase	Good	Storeroom
1	00030	GPRS/3G USB Modem with sim card	325712244011	\$109.00	\$109.00	Cellcom GSM	1-Dec-11	start-up purchase	Good	Storeroom
1	00031	GPRS/3G USB Modem with sim card	325712243452	\$109.00	\$109.00	Cellcom GSM	1-Dec-11	start-up purchase	Good	Storeroom
1	00032	HUAWEI mobile phone	HVA4CB1193000993	\$19.00	\$109.00	Cellcom GSM	7-Dec-11	00014	Damaged	Alfred Drobia
1	00033	ZTE-G S217 mobile phone	357552041366120	\$19.00	\$19.00	Cellcom GSM	13-Dec-11	00014	Damaged	LMWP Monrovia Office
1	00034	ZTE-G S217 mobile phone	357552041361998	\$19.00	\$19.00	Cellcom GSM	13-Dec-11	00014	Damaged	LMWP Monrovia Office
1	00035	ZTE-G S217 mobile phone	357552041366286	\$19.00	\$19.00	Cellcom GSM	13-Dec-11	00014	Good	LMWP Monrovia Office
1	00036	ZTE-G S217 mobile phone	357552041373712	\$19.00	\$19.00	Cellcom GSM	13-Dec-11	00014	Good	LMWP Monrovia Office

Qty	ARD #	Description	S/N	Unit Price	Total Price	Vendor	Date Rec'd	PO/ Voucher #	Condition	Location
1	00037	ZTE-G S217 mobile phone	357552041363515	\$19.00	\$19.00	Cellcom GSM	13-Dec-11	00014	Good	LMWP Monrovia Office
1	00038	ZTE-G S217 mobile phone	357552041378919	\$19.00	\$19.00	Cellcom GSM	13-Dec-11	00014	Damaged	LMWP Monrovia Office
1	00039	ZTE-G S217 mobile phone	357552041367995	\$19.00	\$19.00	Cellcom GSM	13-Dec-11	00014	Damaged	CoP
1	00040	ZTE-G S217 mobile phone	357552041372292	\$19.00	\$19.00	Cellcom GSM	13-Dec-11	00014	Good	LMWP Monrovia Office
1	00041	ZTE-G S217 mobile phone	357552041362830	\$19.00	\$19.00	Cellcom GSM	13-Dec-11	00014	Good	LMWP Monrovia Office
1	00042	HP 2055 laserjet printer	CNC1805977	\$850.00	\$850.00	Beever Communication Inc.	22-Dec-11	DV 00022	Good	CoP Office
1	00043	HP G2410 Scanjet Scanner	CN966S629K	\$130.00	\$130.00	Beever Communication Inc.	22-Dec-11	DV 00022	Good	Admin Assistant
1	00044	APC Battery Back-up 650 VA	QB1103301721	\$124.00	\$75.00	Liberty Trading Company	30-Dec-11	DV 00024	Good	CAD Engineer
1	00045	Huawei Wireless Internet	21500812338W15000598	\$448.00	\$448.00	Lonestar Cell Communications	9-Jan-12	DV 00034	Good	Alioune Fall's House
1	00046	Huawei Wireless Internet	21500812338W15000596	\$648.00	\$648.00	Lonestar Cell Communications	10-Jan-12	DV 00046	Good	Storeroom
1	00047	Water dispenser	11HY33000606	\$190.00	\$190.00	Office Ideas	24-Jan-12	PO # 0006	Good	Kitchen
1	00048	Office Desk 1200*600*7750H	N/A	\$125.00	\$125.00	Beever Communications Inc.	24-Jan-12	PO # 0007	Good	Alioune Fall's House
1	00049	4 Drawer Metal Filing Cabinet	N/A	\$170.00	\$170.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	CoP's Office
1	00050	4 Drawer Metal Filing Cabinet	N/A	\$170.00	\$170.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	M & E Office
1	00051	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Engineering Department
1	00052	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Finance Office
1	00053	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Reception
1	00054	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Conference Room
1	00055	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Conference Room
1	00056	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Conference Room

Qty	ARD #	Description	S/N	Unit Price	Total Price	Vendor	Date Rec'd	PO/ Voucher #	Condition	Location
1	00057	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Conference Room
1	00058	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Conference Room
1	00059	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Conference Room
1	00060	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Conference Room
1	00061	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Conference Room
1	00062	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Conference Room
1	00063	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Conference Room
1	00064	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Conference Room
1	00065	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Conference Room
1	00066	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Conference Room
1	00067	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Conference Room
1	00068	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Conference Room
1	00069	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Conference Room
1	00070	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Conference Room
1	00071	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Conference Room
1	00072	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Conference Room
1	00073	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Conference Room
1	00074	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Conference Room

Qty	ARD #	Description	S/N	Unit Price	Total Price	Vendor	Date Rec'd	PO/ Voucher #	Condition	Location
1	00075	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Conference Room
1	00076	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	LMWP Monrovia Office
1	00077	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	LMWP Monrovia Office
1	00078	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	LMWP Monrovia Office
1	00079	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	LMWP Monrovia Office
1	00080	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	LMWP Monrovia Office
1	00081	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	LMWP Monrovia Office
1	00082	Visitor Chair	N/A	\$35.00	\$35.00	Beever Communications Inc.	6-Feb-12	DV 00092	Poor	LMWP Monrovia Office
1	00083	Conference Table	N/A	\$725.00	\$725.00	Beever Communications Inc.	6-Feb-12	DV 00092	Good	Conference Room
1	00084	18000 BTU Split Unit Air Condition	123050884300B5090001	\$700.00	\$700.00	HOMELINE INC.	6-Feb-12	DV 00083	Good	LMWP Monrovia Office
1	00085	18000 BTU Split Unit Air Condition	123050884300B5090014	\$700.00	\$700.00	HOMELINE INC.	6-Feb-12	DV 00083	Good	LMWP Monrovia Office
1	00086	18000 BTU Split Unit Air Condition	123050884300B5090005	\$700.00	\$700.00	HOMELINE INC.	6-Feb-12	DV 00083	Good	LMWP Monrovia Office
1	00087	18000 BTU Split Unit Air Condition	123050884300B5090004	\$700.00	\$700.00	HOMELINE INC.	6-Feb-12	DV 00083	Good	LMWP Monrovia Office
1	00088	12000 BTU Split Unit Air Condition	123032707600B1140044	\$550.00	\$550.00	HOMELINE INC.	6-Feb-12	DV 00083	Good	LMWP Monrovia Office
1	00089	12000 BTU Split Unit Air Condition	123032707600B1140040	\$550.00	\$550.00	HOMELINE INC.	6-Feb-12	DV 00083	Good	LMWP Monrovia Office
1	00090	12000 BTU Split Unit Air Condition	123032707600B1140047	\$550.00	\$550.00	HOMELINE INC.	6-Feb-12	DV 00083	Good	LMWP Monrovia Office
1	00091	12000 BTU Split Unit Air Condition	123032707600B1140061	\$550.00	\$550.00	HOMELINE INC.	6-Feb-12	DV 00083	Good	LMWP Monrovia Office
1	00092	9000 BTU Split Unit Air Condition	123023171300B5090005	\$425.00	\$425.00	HOMELINE INC.	6-Feb-12	DV 00083	New	LMWP Monrovia Office

Qty	ARD #	Description	S/N	Unit Price	Total Price	Vendor	Date Rec'd	PO/ Voucher #	Condition	Location
1	00093	High Back Chair PU Leather	N/A	\$149.00	\$149.00	J-MART	6-Feb-12	PO # 0003	Poor	Storeroom
1	00094	High Back Chair PU Leather	N/A	\$149.00	\$149.00	J-MART	6-Feb-12	PO # 0003	Good	Finance Office
1	00095	High Back Chair PU Leather	N/A	\$149.00	\$149.00	J-MART	6-Feb-12	PO # 0003	Good	Finance Office
1	00096	High Back Chair PU Leather	N/A	\$149.00	\$149.00	J-MART	6-Feb-12	PO # 0003	Poor	Engineering Department
1	00097	High Back Chair PU Leather	N/A	\$149.00	\$149.00	J-MART	6-Feb-12	PO # 0003	Poor	Engineering Department
1	00098	Low Back Chair	N/A	\$129.00	\$129.00	J-MART	6-Feb-12	PO # 0003	Good	LMWP Monrovia Office
1	00099	Low Back Chair	N/A	\$129.00	\$129.00	J-MART	6-Feb-12	PO # 0003	Poor	LMWP Monrovia Office
1	00100	Low Back Chair	N/A	\$129.00	\$129.00	J-MART	6-Feb-12	PO # 0003	Good	LMWP Monrovia Office
1	00101	Low Back Chair	N/A	\$129.00	\$129.00	J-MART	6-Feb-12	PO # 0003	Good	LMWP Monrovia Office
1	00102	Low Back Chair	N/A	\$129.00	\$129.00	J-MART	6-Feb-12	PO # 0003	Good	LMWP Monrovia Office
1	00103	Photocopier Stand	N/A	\$125.00	\$125.00	J-MART	6-Feb-12	PO # 0003	Good	Finance Office
1	00104	Photocopier Stand	N/A	\$125.00	\$125.00	J-MART	6-Feb-12	PO # 0003	Good	Communica tion & Outreach
1	00105	Open Book Shelves 1600 with Door	N/A	\$255.00	\$255.00	J-MART	6-Feb-12	PO # 0003	Good	LMWP Monrovia Office
1	00106	Open Book Shelves 1600 with Door	N/A	\$255.00	\$255.00	J-MART	6-Feb-12	PO # 0003	Good	LMWP Monrovia Office
1	00107	Open Book Shelves 1600 with Door	N/A	\$255.00	\$255.00	J-MART	6-Feb-12	PO # 0003	Good	LMWP Monrovia Office
1	00108	Open Book Shelves 1600 with Door	N/A	\$255.00	\$255.00	J-MART	6-Feb-12	PO # 0003	Good	LMWP Monrovia Office
1	00109	Open Book Shelves 1600 without Door	N/A	\$165.00	\$165.00	J-MART	6-Feb-12	PO # 0003	Good	LMWP Monrovia Office
1	00110	Open Book Shelves 1600 without Door	N/A	\$165.00	\$165.00	J-MART	6-Feb-12	PO # 0003	Good	LMWP Monrovia Office
1	00111	Open Book Shelves 1600 without Door	N/A	\$165.00	\$165.00	J-MART	6-Feb-12	PO # 0003	Good	LMWP Monrovia Office
1	00112	Open Book Shelves 1600 without Door	N/A	\$165.00	\$165.00	J-MART	6-Feb-12	PO # 0003	Good	LMWP Monrovia Office

Qty	ARD #	Description	S/N	Unit Price	Total Price	Vendor	Date Rec'd	PO/ Voucher #	Condition	Location
1	00113	Sliding Door Low Cabinet	N/A	\$149.00	\$149.00	J-MART	6-Feb-12	PO # 0003	Good	LMWP Monrovia Office
1	00114	Sliding Door Low Cabinet	N/A	\$149.00	\$149.00	J-MART	6-Feb-12	PO # 0003	Good	LMWP Monrovia Office
1	00115	Fire Resist Safe Ekey 65	JMT11070010	\$490.00	\$490.00	J-MART	6-Feb-12	PO # 0003	Good	Finance Office
1	00116	150CM Office Desk with Metal Leg	N/A	\$200.00	\$200.00	AA Enterprises	17-Feb-12	DV 00085	Good	Masnoh N.D. Jallabah
1	00117	150CM Office Desk with Metal Leg	N/A	\$200.00	\$200.00	AA Enterprises	17-Feb-12	DV 00085	Good	Dominic Gono
1	00118	150CM Office Desk with Metal Leg	N/A	\$200.00	\$200.00	AA Enterprises	17-Feb-12	DV 00085	Good	Umaru Sesay
1	00119	150CM Office Desk with Metal Leg	N/A	\$200.00	\$200.00	AA Enterprises	17-Feb-12	DV 00085	Good	Trokon Tarr
1	00120	150CM Office Desk with Metal Leg	N/A	\$200.00	\$200.00	AA Enterprises	17-Feb-12	DV 00085	Good	Caroline Caranda
1	00121	Round Table	N/A	\$350.00	\$350.00	AA Enterprises	17-Feb-12	DV 00085	Good	CoP Office
1	00122	ZTE-GR221 Mobile Phone	328210560240	\$29.00	\$29.00	Cellcom GSM	17-Feb-12	DV 00087	Damaged	Dominic Gono
1	00123	ZTE-GR221 Mobile Phone	32821056023F	\$29.00	\$29.00	Cellcom GSM	17-Feb-12	DV 00087	Damaged	Trokon Tarr
1	00124	ZTE-GR221 Mobile Phone	328210560199	\$29.00	\$29.00	Cellcom GSM	17-Feb-12	DV 00087	Good	LMWP Monrovia Office
1	00125	Submersible Pump	1012P1251	\$450.00	\$450.00	Eagle Electrical Corp.	18-Feb-12	PO 00010	Good	Engineering Department
1	00126	Submersible Pump	1012P1266	\$450.00	\$450.00	Eagle Electrical Corp.	18-Feb-12	PO 00010	Good	Engineering Department
1	00127	Submersible Pump	1012P1285	\$450.00	\$450.00	Eagle Electrical Corp.	18-Feb-12	PO 00010	Good	Engineering Department
1	00128	Complete Tool Box	N/A	\$550.00	\$550.00	Eagle Electrical Corp.	18-Feb-12	PO 00010	Good	Engineering Department
1	00129	Robin PTG 210 Dewatering Pump	0818493	\$425.00	\$425.00	Eagle Electrical Corp.	20-Feb-12	PO 00015	Good	Engineering Department
1	00130	Robin PTG 210 Dewatering Pump	0818584	\$425.00	\$425.00	Eagle Electrical Corp.	20-Feb-12	PO 00015	Good	Engineering Department
1	00131	Robin PTG 210 Dewatering Pump	0789858	\$425.00	\$425.00	Eagle Electrical Corp.	20-Feb-12	PO 00015	Good	Engineering Department
1	00132	5KVA Kama Diesel Generator	KM2011090100756	\$1,500.00	\$1,500.00	Sethi Brothers Inc.	20-Feb-12	PO 00016	Good	Engineering Department
1	00133	5KVA Kama Diesel Generator	KM2011050100222	\$1,500.00	\$1,500.00	Sethi Brothers Inc.	20-Feb-12	PO 00016	Good	Engineering Department
1	00134	5KVA Kama Diesel Generator	KM20110901100618	\$1,500.00	\$1,500.00	Sethi Brothers Inc.	20-Feb-12	PO 00016	Good	Engineering Department
1	00135	ZTE-G R 221 Mobile Phone	320F1059D9FD	\$29.00	\$29.00	Cellcom GSM	22-Feb-12	DV 00096	Damaged	Alfred Drobia
1	00136	ZTE-G R 221 Mobile Phone	320F1059E777	\$29.00	\$29.00	Cellcom GSM	22-Feb-12	DV 00096	Damaged	Hannah Glax Sternn
1	00137	ZTE-G R 221 Mobile Phone	3282105601A2	\$29.00	\$29.00	Cellcom GSM	22-Feb-12	DV 00096	Damaged	Umaru Sesay
1	00138	ZTE-G R 221 Mobile Phone	320F1059D948	\$29.00	\$29.00	Cellcom GSM	22-Feb-12	DV 00096	Damaged	Dominic Gono

Qty	ARD #	Description	S/N	Unit Price	Total Price	Vendor	Date Rec'd	PO/ Voucher #	Condition	Location
1	00139	ZTE-G R 221 Mobile Phone	320F1059D9D9	\$29.00	\$29.00	Cellcom GSM	22-Feb-12	DV 00096	Damaged	Masnoh N.D. Jallabah
1	00140	ZTE-G R 221 Mobile Phone	320F1059D94A	\$29.00	\$29.00	Cellcom GSM	22-Feb-12	DV 00096	Stolen	Stolen
1	00141	ZTE-G R 221 Mobile Phone	320F1059D83F	\$29.00	\$29.00	Cellcom GSM	22-Feb-12	DV 00096	Damaged	James Kessele
1	00142	ZTE-G R 221 Mobile Phone	320F1059E44A	\$29.00	\$29.00	Cellcom GSM	22-Feb-12	DV 00096	Damaged	LMWP Monrovia Office
1	00143	ZTE-G R 221 Mobile Phone	320F1059D9DB	\$29.00	\$29.00	Cellcom GSM	22-Feb-12	DV 00096	Damaged	LMWP Monrovia Office
1	00144	ZTE-G R 221 Mobile Phone	3282105601C1	\$29.00	\$29.00	Cellcom GSM	22-Feb-12	DV 00096	Damaged	MacIntosh Chea
1	00145	Lenovono Thinkpad Laptop Computer	LR-9ETC012/02	\$535.48	\$535.48	CDW DIRECT LLC	29-Feb-12	HO PO 1082003	Good	Alfred Drobia
1	00146	Lenovono Thinkpad Laptop Computer	LR-9ETW4 12/02	\$535.48	\$535.48	CDW DIRECT LLC	29-Feb-12	HO PO 1082003	Good	James Reynolds
1	00147	Logitech H330 USB Headset	9170513110320	\$25.03	\$25.03	CDW DIRECT LLC	29-Feb-12	HO PO 1082003	Good	Umaru Sesay
1	00148	Logitech H330 USB Headset	9170513110327	\$25.03	\$25.03	CDW DIRECT LLC	29-Feb-12	HO PO 1082003	Good	Dominic Gono
1	00149	MSH USB Mouse	N/A	\$8.00	\$8.00	CDW DIRECT LLC	29-Feb-12	HO PO 1082003	Good	Masnoh N.D. Jallabah
1	00150	MSH USB Mouse	N/A	\$8.00	\$8.00	CDW DIRECT LLC	29-Feb-12	HO PO 1082003	Good	James Reynolds
1	00151	Mahogany L-Shape office Desk	N/A	\$257.00	\$257.00	J-MART INC.	16-Mar-12	PO 00020	Good	CoP
1	00152	ZTE WP657 GSM Wireless Phone	323611315122	\$175.00	\$175.00	Cellcom GSM	17-Mar-12		Good	LMWP Monrovia Office
1	00153	Lenovono Thinkpad Laptop Computer	LR-9ETA6 12/02	\$535.48	\$535.48	CWD DIRECT LLC	21-Mar-12	HO PO 1082004	Good	Masnoh N.D. Jallabah
1	00154	Lenovono Thinkpad Laptop Computer	LR-9ETP0 12/02	\$535.48	\$535.48	CWD DIRECT LLC	21-Mar-12	HO PO 1082004	Good	Umaru Sesay
1	00155	Lenovono Thinkpad Laptop Computer	LR-9ETF4 12/02	\$535.48	\$535.48	CWD DIRECT LLC	21-Mar-12	HO PO 1082004	Good	Dominic Gono
1	00156	Lenovono Thinkpad Laptop Computer	LR-9ETF2 12/02	\$535.48	\$535.48	CWD DIRECT LLC	21-Mar-12	HO PO 1082004	Stolen	Stolen
1	00157	Lenovono Thinkpad Workstation Computer CPU	1S3133A8UMJHGPV	\$585.99	\$585.99	CWD DIRECT LLC	21-Mar-12	HO PO 1082004	New	Storeroom
1	00158	Lenovono Thinkpad Workstation Computer Keyboard	0002199	included with ARD #00155	included with ARD #00155	CWD DIRECT LLC	21-Mar-12	HO PO #1082004	New	Storeroom
1	00159	Logitech H330 USB Headset	N/A	\$25.03	\$25.03	CWD DIRECT LLC	21-Mar-12	HO PO #1082004	Good	Masnoh N.D. Jallabah
1	00160	Logitech H330 USB Headset	N/A	\$25.03	\$25.03	CWD DIRECT LLC	21-Mar-12	HO PO #1082004	Good	Dominic Gono
1	00161	Logitech H330 USB Headset	N/A	\$25.03	\$25.03	CWD DIRECT LLC	21-Mar-12	HO PO #1082004	Good	Umaru Sesay

Qty	ARD #	Description	S/N	Unit Price	Total Price	Vendor	Date Rec'd	PO/ Voucher #	Condition	Location
1	00162	Logitech H330 USB Headset	N/A	\$25.03	\$25.03	CWD DIRECT LLC	21-Mar-12	HO PO #1082004	Good	Alfred Drobia
1	00163	Logitech H330 USB Headset	N/A	\$25.03	\$25.03	CWD DIRECT LLC	21-Mar-12	HO PO #1082004	Good	James Reynolds
1	00164	Microsoft USB Mouse	9170513110865	\$8.80	\$8.80	CWD DIRECT LLC	21-Mar-12	HO PO #1082004	Good	CoP
1	00165	Microsoft USB Mouse	9170513110849	\$8.80	\$8.80	CWD DIRECT LLC	21-Mar-12	HO PO #1082004	Good	Alfred Drobia
1	00166	Microsoft USB Mouse	9170513110866	\$8.80	\$8.80	CWD DIRECT LLC	21-Mar-12	HO PO #1082004	Damaged	Dominic Gono
1	00167	Microsoft USB Mouse	9170513110889	\$8.80	\$8.80	CWD DIRECT LLC	21-Mar-12	HO PO #1082004	Good	Umaru Sesay
1	00168	Microsoft USB Mouse	9170513110852	\$8.80	\$8.80	CWD DIRECT LLC	21-Mar-12	HO PO #1082004	Good	Sei Zumba
1	00169	FP 111 Flow Probe, 3' - 6'	1213002422	\$742.90	\$742.90	OI Corporation	22-Mar-12	HO PO #1082599	Good	Engineering Department
1	00170	Black Berry Mobile Phone	357437041359970	\$299.00	\$299.00	Cellcom GSM	30-Mar-12	DV 00175	Good	CoP
1	00171	150CM Office Desk	N/A	\$150.00	\$150.00	Beever Communications, Inc	4-Apr-12	PO 00023	Good	LMWP Monrovia Office
1	00172	150CM Office Desk	N/A	\$150.00	\$150.00	Beever Communications, Inc	4-Apr-12	PO 00023	Good	LMWP Monrovia Office
1	00173	150CM Office Desk	N/A	\$150.00	\$150.00	Beever Communications, Inc	4-Apr-12	PO 00023	Good	LMWP Monrovia Office
1	00174	150CM Office Desk	N/A	\$150.00	\$150.00	Beever Communications, Inc	4-Apr-12	PO 00023	Good	LMWP Monrovia Office
1	00175	150CM Office Desk	N/A	\$150.00	\$150.00	Beever Communications, Inc	4-Apr-12	PO 00023	Good	LMWP Monrovia Office
1	00176	150CM Office Desk	N/A	\$150.00	\$150.00	Beever Communications, Inc	4-Apr-12	PO 00023	Good	LMWP Monrovia Office
1	00177	150CM Office Desk	N/A	\$150.00	\$150.00	Beever Communications, Inc	4-Apr-12	PO 00023	Good	LMWP Monrovia Office
1	00178	Low Executive Chair	N/A	\$180.00	\$180.00	Beever Communications, Inc	4-Apr-12	PO 00023	Good	LMWP Monrovia Office
1	00179	Low Executive Chair	N/A	\$180.00	\$180.00	Beever Communications, Inc	4-Apr-12	PO 00023	Good	LMWP Monrovia Office
1	00180	Low Executive Chair	N/A	\$180.00	\$180.00	Beever Communications, Inc	4-Apr-12	PO 00023	Good	LMWP Monrovia Office
1	00181	Low Executive Chair	N/A	\$180.00	\$180.00	Beever Communications, Inc	4-Apr-12	PO 00023	Good	LMWP Monrovia Office
1	00182	Low Executive Chair	N/A	\$180.00	\$180.00	Beever Communications, Inc	4-Apr-12	PO 00023	Good	LMWP Monrovia Office

Qty	ARD #	Description	S/N	Unit Price	Total Price	Vendor	Date Rec'd	PO/ Voucher #	Condition	Location
1	00183	Low Executive Chair	N/A	\$180.00	\$180.00	Beever Communications, Inc	4-Apr-12	PO 00023	Good	LMWP Monrovia Office
1	00184	D-Link Wireless N 150 Home Router	PV6D3A4000995	\$85.00	\$85.00	Lion Stationery Store	12-Apr-12	PO 00026	Good	LMWP Monrovia Office
1	00185	D-Link DWL-2100AP Wireless Access	DR9Z3A1001200	\$125.00	\$125.00	Lion Stationery Store	12-Apr-12	PO 00027	Good	LMWP Monrovia Office
1	00186	D-Link W16-Port Ethernet Desktop Switch	F3063AB001727	\$75.00	\$75.00	Lion Stationery Store	12-Apr-12	PO 00027	Good	LMWP Monrovia Office
1	00187	Sony Cyber-Shot Digital Camera	0145700	\$375.00	\$375.00	Office Ideas	16-Apr-12	PO 00025	Good	LMWP Monrovia Office
1	00188	Sony Cyber-Shot Digital Camera	0145920	\$375.00	\$375.00	Office Ideas	16-Apr-12	PO 00025	Good	LMWP Monrovia Office
1	00189	BENQ Projector	PD36B01423000	\$750.00	\$750.00	Office Ideas	16-Apr-12	PO 00025	Good	Storeroom
1	00190	Shredder	200920058272	\$150.00	\$150.00	Office Ideas	16-Apr-12	PO 00025	Good	Reception
1	00191	External Hard Drive	WXN1A71J8147	\$120.00	\$120.00	Lion Stationery Store	20-Apr-12	PO 00029	Good	LMWP Monrovia Office
1	00192	Canon iSensys MF 4416 Digital Potocopier	KWJ92759	\$345.00	\$345.00	Lion Stationery Store	20-Apr-12	PO 00029	Good	Finance Office
1	00193	45KVA Perkins Generator	U267488V	\$15,160.00	\$15,160.00	Power Tech, Inc.	27-Apr-12	DV 204	Good	Generator Room
1	00194	Canon iSensys MF 4570dn Network Printer, Scanner and Photocopier	HAU06392	\$1,049.00	\$1,049.00	Lion Stationery Store	1-May-12	PO 00030	Good	Reception
1	00195	APC UPS 650 Volts	3B1131X52532	\$125.00	\$125.00	Lion Stationery Store	20-Apr-12	PO 00029	Good	Ebo Mensah
1	00196	APC UPS 650 Volts	3B0938X37651	\$125.00	\$125.00	Lion Stationery Store	20-Apr-12	PO 00029	Good	James Kessele
1	00197	APC UPS 650 Volts	3B1131X52023	\$125.00	\$125.00	Lion Stationery Store	20-Apr-12	PO 00029	Good	Amos F. Nyuma
1	00198	Binding Machine	6291088060947	\$85.00	\$85.00	Lion Stationery Store	1-May-12	PO 00030	Good	Reception
1	00199	V-SAT	N/A	\$7,673.00	\$7,673.00	Power Tech, Inc.	10-May-12	DV 252	Good	Office Compound
1	00200	Jardad Office Refrigerator	11100062	\$399.00	\$399.00	DITCO Liberia Inc.	12-Jun-12	PO 0038	Good	Kitchen
1	00201	Jardad Office Refrigerator	JR01156110130022	\$230.00	\$230.00	DITCO Liberia Inc.	12-Jun-12	PO 0038	Good	CoP Office
1	00202	Percolator	0048	\$125.00	\$125.00	DITCO Liberia Inc.	12-Jun-12	PO 0038	Good	Kitchen
1	00203	Executive Hardback Chair	N/A	\$175.00	\$175.00	L. R. & SONS	11-Jun-12	DV 00335	Good	CoP Office
1	00204	Nikai Microwave	518N080700742	\$270.00	\$270.00	DITCO Liberia Inc.	12-Jun-12	PO 0038	Poor	Kitchen
1	00205	Huawei E153 HSDPA USB Internet Stick	KMA4CA11C2003661	\$40.00	\$40.00	Lonestar Cell Communications	22-Jun-12	DV 00357	Good	CoP
1	00206	Huawei E153 HSDPA USB Internet Stick	KMA4CA11C2003651	\$40.00	\$40.00	Lonestar Cell Communications	22-Jun-12	DV 00357	Good	Storeroom
1	00207	Huawei E153 HSDPA USB Internet Stick	KMA4CA11C2003637	\$40.00	\$40.00	Lonestar Cell Communications	22-Jun-12	DV 00357	Good	Sylvester Sowande
1	00208	TOYOTA LAND CRUISER LX-10 HARD TOP JEEP	JTGEB73J3C9008951	\$47,720.00	\$47,720.00	KJER KJER	13-Jun-12	PO 0018	Good	LMWP Project

Qty	ARD #	Description	S/N	Unit Price	Total Price	Vendor	Date Rec'd	PO/ Voucher #	Condition	Location
1	00209	TOYOTA LAND CRUISER LX-10 HARD TOP JEEP	JTGE73J2C9008407	\$47,720.00	\$47,720.00	KJER KJER	13-Jun-12	PO 0018	Good	LMWP Project
1	00210	TOYOTA LAND CRUISER LX-10 HARD TOP JEEP	JTGE73J0C9008972	\$47,720.00	\$47,720.00	KJER KJER	13-Jun-12	PO 0018	Good	LMWP Project
1	00211	TOYOTA LAND CRUISER LX-10 HARD TOP JEEP	JTGE73J1C9008950	\$47,720.00	\$47,720.00	KJER KJER	13-Jun-12	PO 0018	Damaged	LMWP Project
1	00212	Lenovo Workstation Computer	CMJLHXNK1S782456U	\$1,119.00	\$1,119.00	N/A	N/A	N/A	Good	LMWP Monrovia Office
1	00213	Lenovo Workstation Computer	11SOA68710ZVJ6BP22S12F	\$1,119.00	\$1,119.00	N/A	N/A	N/A	Good	LMWP Monrovia Office
1	00214	Auto CAD Civil 3D 2013 Software	371-58713875	\$6,110.34	\$6,110.34	N/A	N/A	N/A	Good	Engineering Department
1	00215	Auto CAD Civil 3D 2013 Software	371-58713878	\$6,110.34	\$6,110.34	N/A	N/A	N/A	Good	Engineering Department
1	00216	Dell Flat Screen Monitor 23"	CN-0855R7-72872-215-A691	\$650.00	\$650.00	Office Ideas	10-Jul-12	PO 0043	Good	Ebo Mensah
1	00217	Dell Flat Screen Monitor 23"	CN-0885R7-72872-215-AEUI	\$650.00	\$650.00	Office Ideas	10-Jul-12	PO 0043	Good	James Kessele
1	00218	HANNA HI 98140 PH Meter Calibration Check	08519533	\$396.19	\$396.19	N/A	N/A	HO PO 1085610	Good	Engineering Department
1	00219	Samsung Digital Camera	8006C31B548284	\$210.00	\$210.00	Office Ideas	10-Jul-12	PO 0040	Good	Engineering Department
1	00220	Samsung Digital Camera	7816C30B649042	\$210.00	\$210.00	Office Ideas	10-Jul-12	PO 0040	Good	ISR Office
1	00221	Samsung Digital Camera	8006C31B548288	\$210.00	\$210.00	Office Ideas	10-Jul-12	PO 0040	Good	Storeroom
1	00222	Olympus Digital Voice Recorder VN-712PC	200182678	\$190.00	\$190.00	Office Ideas	10-Jul-12	PO 0040	Good	Trokon Tarr
1	00223	Olympus Digital Voice Recorder VN-712PC	200127576	\$190.00	\$190.00	Office Ideas	10-Jul-12	PO 0040	Good	Ben Koffa
1	00224	4 Drawer Metal Filing Cabinet	N/A	\$149.00	\$149.00	Office Ideas	10-Jul-12	PO 0040	Good	Alfred J. Drobia
1	00225	4 Drawer Metal Filing Cabinet	N/A	\$149.00	\$149.00	Office Ideas	10-Jul-12	PO 0040	Good	LMWP Monrovia Office
1	00226	Photocopier Stand	N/A	\$130.00	\$130.00	Office Ideas	10-Jul-12	PO 0040	Good	LMWP Monrovia Office
1	00227	Photocopier Stand	N/A	\$130.00	\$130.00	Office Ideas	10-Jul-12	PO 0040	Good	LMWP Monrovia Office
1	00228	Photocopier Stand	N/A	\$130.00	\$130.00	Office Ideas	10-Jul-12	PO 0040	Good	LMWP Monrovia Office
1	00229	HP Deskjet 1050 Color Printer	CNIB333GDT	\$95.00	\$95.00	Office Ideas	10-Jul-12	PO 0040	Good	ISR Office
1	00230	120 CM Office Desk	N/A	\$155.00	\$155.00	Office Ideas	20-Jul-12	PO 0045	Good	LMWP Monrovia Office
1	00231	120 CM Office Desk	N/A	\$155.00	\$155.00	Office Ideas	20-Jul-12	PO 0045	Good	LMWP Monrovia Office
1	00232	Dry Chemical Powder Fire Extinguisher -6KG	N/A	\$65.00	\$65.00	Auto Spare Service	1-Aug-12	PO 0046	Good	Generator Room

Qty	ARD #	Description	S/N	Unit Price	Total Price	Vendor	Date Rec'd	PO/ Voucher #	Condition	Location
1	00233	Dry Chemical Powder Fire Extinguisher -6KG	N/A	\$65.00	\$65.00	Auto Spare Service	1-Aug-12	PO 0046	Good	Kitchen
1	00234	Dry Chemical Powder Fire Extinguisher -1KG	N/A	\$25.00	\$25.00	Auto Spare Service	1-Aug-12	PO 0046	Good	Vehicle - LMWP-1
1	00235	Dry Chemical Powder Fire Extinguisher -1KG	N/A	\$25.00	\$25.00	Auto Spare Service	1-Aug-12	PO 0046	Good	Vehicle - LMWP-2
1	00236	Dry Chemical Powder Fire Extinguisher -1KG	N/A	\$25.00	\$25.00	Auto Spare Service	1-Aug-12	PO 0046	Good	Vehicle - LMWP-3
1	00237	Dry Chemical Powder Fire Extinguisher -1KG	N/A	\$25.00	\$25.00	Auto Spare Service	1-Aug-12	PO 0046	Good	Vehicle - LMWP-4
1	00238	Dry Chemical Powder Fire Extinguisher -1KG	N/A	\$25.00	\$25.00	Auto Spare Service	1-Aug-12	PO 0046	Good	Hallway
1	00239	Dry Chemical Powder Fire Extinguisher -1KG	N/A	\$25.00	\$25.00	Auto Spare Service	1-Aug-12	PO 0046	Good	Hallway
1	00240	ZTE-G R2215 Mobile Phone	328020850830	\$19.00	\$19.00	Cellcom Tele-communications	1-Aug-12	DV 00414	Poor	Storeroom
1	00241	ZTE-G R2215 Mobile Phone	328020850845	\$19.00	\$19.00	Cellcom Tele-communications	1-Aug-12	DV 00414	Poor	Storeroom
1	00242	ZTE-G R2215 Mobile Phone	328020850B2F	\$19.00	\$19.00	Cellcom Tele-communications	1-Aug-12	DV 00414	Poor	Storeroom
1	00243	ZTE-G R2215 Mobile Phone	328020850B50	\$19.00	\$19.00	Cellcom Tele-communications	1-Aug-12	DV 00414	Poor	Storeroom
1	00244	ZTE-G R2215 Mobile Phone	3280208502D5	\$19.00	\$19.00	Cellcom Tele-communications	1-Aug-12	DV 00414	Damaged	Storeroom
1	00245	4 Drawer Metal Filing Cabinet	N/A	\$149.00	\$149.00	Office Ideas	8-Aug-12	PO 0049	Good	LMWP Monrovia Office
1	00246	My Passport External Hard Drive	WXB1A11U4717	\$150.00	\$150.00	D&G Office Depot	9-Aug-12	PO 0050	Good	LMWP Monrovia Office
1	00247	Garmin eTrex 20 GPS	2DU026960	\$325.00	\$325.00	Beever Communications, Inc	10-Aug-12	PO 0041	New	M & E Specialist
1	00248	Conference Table Extension	N/A	\$190.00	\$190.00	Beever Communications, Inc	17-Aug-12	PO 0054	Good	Conference Room
1	00249	Conference Table Extension	N/A	\$190.00	\$190.00	Beever Communications, Inc	17-Aug-12	PO 0054	Good	Conference Room
1	00250	Executive Hardback Chair	N/A	\$175.00	\$175.00	Beever Communications, Inc	31-Aug-12	PO 0047	Good	LMWP Monrovia Office
1	00251	Executive Hardback Chair	N/A	\$175.00	\$175.00	Beever Communications, Inc	31-Aug-12	PO 0048	Good	LMWP Monrovia Office
1	00252	Executive Hardback Chair	N/A	\$175.00	\$175.00	Beever Communications, Inc	31-Aug-12	PO 0049	Good	LMWP Monrovia Office
1	00253	Nokia 1800 Mobile Phone	359773041662577	\$45.00	\$45.00	RAJ Enterprise	29-Sep-12	DV 00537	Good	Sei Evans Zumba
1	00254	Nokia 1800 Mobile Phone	351690050986747	\$45.00	\$45.00	RAJ Enterprise	29-Sep-12	DV 00537	Good	Elmos Glay
1	00255	Nokia 1800 Mobile Phone	359773048558547	\$45.00	\$45.00	RAJ Enterprise	29-Sep-12	DV 00537	Good	LMWP Monrovia Office

Qty	ARD #	Description	S/N	Unit Price	Total Price	Vendor	Date Rec'd	PO/ Voucher #	Condition	Location
1	00256	Nokia 1800 Mobile Phone	351690050987000	\$45.00	\$45.00	RAJ Enterprise	29-Sep-12	DV 00537	Good	LMWP Monrovia Office
1	00257	Nokia 1800 Mobile Phone	351690050986895	\$45.00	\$45.00	RAJ Enterprise	29-Sep-12	DV 00537	Good	Sylvester Sowande
1		Titanium Internet Security 2012	N/A	\$53.53	\$53.53	CWD DIRECT LLC	21-Mar-12	HO PO #1082004	Good	Storeroom
1		Titanium Internet Security 2012	N/A	\$53.53	\$53.53	CWD DIRECT LLC	21-Mar-12	HO PO #1082004	Good	Storeroom
1		Microsoft Office Professional 2010	99994-699-513-605	\$445.00	\$445.00	Planson International Corporation		HO PO #1078789	Good	Storeroom
1		Microsoft Office Professional 2010	99994-699-513-620	\$445.00	\$445.00	Planson International Corporation		HO PO #1078789	Good	Storeroom
1		Microsoft Office Professional 2010	99994-699-513-621	\$445.00	\$445.00	Planson International Corporation		HO PO #1078789	Good	Storeroom
1		Microsoft Office Professional 2010	99994-699-513-622	\$445.00	\$445.00	Planson International Corporation			Good	Storeroom
1		Microsoft Office Professional 2010	99994-699-513-623	\$445.00	\$445.00	Planson International Corporation			Good	Storeroom
1		Microsoft Office Professional 2010	99994-699-513-629	\$445.00	\$445.00	Planson International Corporation			Good	Storeroom
1		Microsoft Office Professional 2010	99994-699-513-632	\$445.00	\$445.00	Planson International Corporation			Good	Storeroom
1		Microsoft Office Professional 2010	99994-699-513-633	\$445.00	\$445.00	Planson International Corporation			Good	Storeroom
1		Microsoft Office Professional 2010	99994-699-513-634	\$445.00	\$445.00	Planson International Corporation			Good	Storeroom
1		Microsoft Office Professional 2010	N/A	\$451.67	\$451.67	CDW DIRECT LLC	29-Feb-12		Good	Storeroom
1		Microsoft Office Professional 2010	N/A	\$451.67	\$451.67	CDW DIRECT LLC	29-Feb-12		Good	Storeroom
1		Microsoft Office Professional 2010	N/A	\$451.67	\$451.67	CWD DIRECT LLC	21-Mar-12		Good	Storeroom
1		Microsoft Office Professional 2010	N/A	\$451.67	\$451.67				Good	Storeroom
1		Microsoft Office Professional 2010	N/A	\$451.67	\$451.67				Good	
1		Microsoft Office Professional 2010	N/A	\$451.67	\$451.67				Good	

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